federal register

FRIDAY, SEPTEMBER 16, 1977
PART VII

POSTAL SERVICE

■

POSTAL SERVICE MANUAL

Miscellaneous Amendments

Title 39—Postal Service

CHAPTER I—UNITED STATES POSTAL SERVICE

PART 111—GENERAL INFORMATION ON POSTAL SERVICES

Postal Service Manual; Miscellaneous Amendments

AGENCY: Postal Service.

ACTION: Final rule.

SUMMARY: The Postal Service hereby describes and publishes the full text of numerous miscellaneous revisions of the Postal Service Manual. Some of the revisions are minor, editorial, and technical; others are substantive. As to substantive changes, the Postal Service previously published in the FEDERAL REGISTER the complete text of those changes in the course of informal rulemaking proceedings. Publication of all the changes at this time is in accordance with the incorporation by reference in the FEDERAL REGISTER of all amendments to chapter I of the Postal Service Manual.

EFFECTIVE DATE: July 13, 1977, except that the revisions of appeal procedures and the deletion of Postal Service regulations on action organizations covered by 2.2c and 2.3f of the Transmittal Letter were published in the FEDERAL REGISTER on June 22, 1977 (42 FR 31592); except that the revised definition of advertising and the marking of paid reading matter described in 2.2e and 2.3j of the Transmittal Letter were published in the FEDERAL REGISTER on May 27, 1977 (42 FR 27246); except that the new rates described in 2.3g of the Transmittal Letter became effective July 6, 1977 and were published in the FEDERAL REGISTER on June 21, 1977 (42 FR 31506); except that the contractor use of agency official mail described in 2.3t of the Transmittal Letter was published in the FEDERAL REGISTER on May 13, 1977 (42 FR 24266); and except that the changes to the loose and undeliverable mail regulations described in 2.4d and 2.5 e–g were published in the FEDERAL REGISTER on March 23, 1977 (42 FR 15681), and except for any changes announced in Postal publications prior to July 13, 1977, concerning which actual notice was received.

FOR FURTHER INFORMATION CONTACT:

Paul J. Kemp, 202–245–4638.

SUPPLEMENTARY INFORMATION: Chapter I of the Postal Service Manual, which has been incorporated by reference in the FEDERAL REGISTER (see 39 CFR 111.1), has been amended by the issuance of Post Office Services (Domestic) Transmittal Letter 42, Issue 117, dated July 13, 1977.

Consistent with 39 CFR 111.3, Transmittal Letter 42, Issue 117, is hereby published in the FEDERAL REGISTER in full text, and notice of this publication is added as an amendment to § 111.3. In addition, the text of the changes is filed with the Director, Office of the Federal Register. Subscribers to the Manual will receive these amendments automatically from the Government Printing Office. (For other availability of Chapter I of the Postal Service Manual, see 39 CFR 111.2.)

In consideration of the foregoing 39 CFR 111.3 is amended as follows:

§ 111.3 Amendments to Chapter I of the Postal Service Manual.

* * * * *

Transmittal letter	Issue	Date	FEDERAL REGISTER publication
42	117	July 13, 1977	42 FR

ROGER P. CRAIG,
Deputy General Counsel.

(5 USC 552(a), 39 USC 401.)

Accordingly, Transmittal Letter 42, Issue 117, is hereby published, and reads as follows:

POSTAL SERVICE MANUAL

Post Office Services (Domestic) Transmittal Letter 42

1 FILING INSTRUCTIONS

Remove pages headed:

113.262—114.2 (2 sheets)
121.341—121.341 (Illustration 4)(2 sheets)
122.14—122.23 (2 sheets)
122.52 (1 sheet)
123.2—123.422 (2 sheets)
123.69—124.294 (5 sheets)
125.53 (1 sheet)
125.743 (1 sheet)
126.152—131.215 (8 sheets)
131.233—131.342 (2 sheets)
131.61b—132.222 (5 sheets)
132.31—132.461b (3 sheets)
132.622—134.333 (4 sheets)
134.53—135.152 (5 sheets)
139.259 (1 sheet)
136.11—141.114 (16 sheets)
142.11 (1 sheet)
143.431—144.933 (13 sheets)
145.51—146.141 (4 sheets)
147.252 (1 sheet)
152.2 (1 sheet)
154.63—155.5 (3 sheets)
156.8—158.7 (5 sheets)
159.271 (1 sheet)
159.41—159.73 (5 sheets)
159.811 (1 sheet)
161.152—161.513 (4 sheets)
161.528-161.535b (2 sheets)
161.82—161.921 (3 sheets)
162.32 (1 sheet)
163.411 (1 sheet)
164.122—164.162 (3 sheets)
165.22 (1 sheet)
166.21—168.1 (3 sheets)
168.72—169.133 (2 sheets)
169.553 (1 sheet)
171.132 (1 sheet)
171.212—171.214 (2 sheets)
171.336 (1 sheet)

Insert pages headed:

113.262—114.2 (2 sheets)
121.333 (1 sheet)
122.14—122.23 (2 sheets)
122.52 (1 sheet)
123.2—123.422 (2 sheets)
123.69—124.296 (5 sheets)
125.53 (1 sheet)
125.8 (1 sheet)
126.153—131.221 (8 sheets)
131.233—131.422 (2 sheets)
131.61b—137.17(4 sheets)
132.31a—132.467 (4 sheets)
132.623—134.331 (4 sheets)
134.55—135.155 (5 sheets)
135.259 (1 sheet)
135.83—141.114 (14 sheets)
142.11 (1 sheet)
143.431—144.933 (11 sheets)
145.51—146.23 (5 sheets)
147.252 (1 sheet)
152.2 (1 sheet)
154.82—156.122 (3 sheets)
156.59—158.7 (5 sheets)
159.25 (1 sheet)
159.412—159.73 (5 sheets)
159.811 (1 sheet)
161.152—161.514 (4 sheets)
161.528 (1 sheet)
161.831—161.864 (2 sheets)
162.32 (1 sheet)
163.411 (1 sheet)
164.133—164.162 (2 sheets)
165.21 (1 sheet)
166.22—168.1 (3 sheets)
168.72—169.133 (2 sheets)
169.554 (1 sheet)
171.132 (1 sheet)
171.212—171.214 (2 sheets)
171.336—~~178.802 (2 sheets)~~ (1 sheet)

2 EXPLANATION OF CHANGES

.1 Subchapter 110

Section 114.2 amended to reflect the realignment of Inspection Service Divisions.

.2 Subchapter 120

a. Sections 122.514c, 162.22, 165.16, 165.134, 166.22, 167.1, 167.2 and 167.4 revised to clarify procedures for official mail.
b. Section 123.422 amended to conform with Public Law 94-525, October 17, 1976.
c. Parts 123, 132, 134 and 135 amended to clarify appeal procedures on rulings on mailability and qualifications for second-class, controlled circulation, third-class and fourth-class mail.
d. Section 125.26 amended to require that the publication number be included as a part of the notice of entry shown on sealed or unsealed envelopes used as wrappers and sealed wrappers or other sealed covers.
e. Section 125.52 amended to simply and more precisely define the term "advertising."
f. Part 126 has been revised to update the list of MPO's and mailing restrictions. Section 126.162 deleted; Sections 126.163 and 126.164 renumbered 126.162 and 126.153; Section 126.162b (previously 126.163b) amended to clarify requirements for importation of firearms by military personnel from overseas military post offices.

.3 Subchapter 130

a. Sections 131.11, 135.131, 135.259, 136.11, 136.63, 141.124, 169.122 and 169.541 amended to correct printing errors in Post Office Services (Domestic) Transmittal Letter 41, Issue 115, dated December 31, 1976.
b. Section 131.121 has been revised to delete the requirement that mailing pieces mailed at the presort first-class rate be addressed to different addresses.
c. Section 131.122, 131.53 b and 131.61 revised to provide for mailing of presorted first-class metered mail of nonidentical weight.
d. Section 131.211 amended to specify that first-class mail receives expeditious handling and transportation.
e. Section 131.234 added to provide for weighing of bulk quantities of identical business reply mail pieces for piece count computation. Former section 131.234 has been changed to 131.235.
f. Part 132 amended to permit applications for the additional second-class privileges to be submitted simultaneously with applications for second-class mail privileges. Section 132.211 amended to clarify mailability of second-class publications.
g. Section 132.11, 132.12, 133.1, 134.12, 135.131 and 135.14 updated to reflect the postage rates applicable effective July 6, 1977.
h. Section 132.211 amended to clarify mailability of second-class publications.
i. Sections 132.25 and 133.3 amended to require the publication number be shown as part of the second-class or controlled circulation imprints and to change the location of identification numbers in copies.
j. Section 132.73 amended to limit the required marking to one page of a piece of reading matter, regardless of the total number of pages.
k. Sections 134.124 and 145.565 are amended to clarify the verifying procedures for permit imprint and bulk third-class mailings.
l. Sections 134.222 a and b and 145.51c corrected to read that all pieces in a bulk mailing must be identical as to size and weight. The requirement that all pieces be identical as to number of enclosures has been eliminated.
m. Sections 135.111 b and 135.153 have been deleted.

n. Section 135.152 has been amended to change the manner in which applicable zone charges are determined for certain zone-rated mail originating and/or destinating at overseas military post offices.
o. Sections 135.154, 135.155 and 135.156 renumbered 135.153, 135.154 and 135.155 respectively.
p. Title of Part 136 changed to Priority Mail. Priority mail is defined and the minimum weight for priority mail changed to 13 ounces. References to airmail and label 19 deleted.
q. Section 136.234 amended to refer to 135.152.
r. Section 137.16 added to provide instructions on submission of mailing records for franked mailings.
s. Section 137.22c added to include official mail privileges used by cooperative extension employees of the U.S. Department of Agriculture.
t. Sections 137.23 through 137.3 revised to consolidate, clarify, and eliminate redundancy in the regulations concerning agency use of official mail. Section 137.25 establishes a licensing procedure for the use of official envelopes and labels by Government contractors. Section 137.273f added to cover business reply permits for Federal Government agencies and departments.
u. Section 139.23 amended to provide for the mailing of attachments at the bulk third-class rates.
v. Sections 139.312 and 145.71 revised to provide for the payment of postage on enclosures through the use of permit imprints.

.4 *Subchapter 140*

a. Section 144.13 amended to update the names and addresses of authorized postage meter licenses.
b. Section 144.37 revised to clarify filing procedures for postage meter licenses.
c. Section 144.46 and 144.92f amended to permit customer's meter stamps to contain a ZIP Code.
d. References in last lines of sections 146.121 and 146.124c changed to 159.412m.

.5 *Subchapter 150*

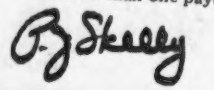
a. Section 151.13 has been added to provide for customer obligation in keeping a clear approach to his mailbox to facilitate mail delivery.
b. Section 155.6 revised to clarify regulations and requirements for delivery to apartment houses, family hotels and flats.
c. Section 158.111 amended to make clear that a change of address may not be filed with the Postal Service for mail bearing an employee's name addressed to the place of employment.
d. Section 158.7 amended to correct an omission in the chart summarizing procedures for handling undeliverable mail and to delete references to airmail which was eliminated on March 6, 1977.
e. Sections 159.411, 159.441 — 159.445, 159.72, 159.724 and 159.813 changed and section 159.412o added to reflect implementation of new policies in handling loose and undeliverable mails.
f. Sections 159.722c(6) and 159.742 are amended to correct typographical errors.
g. New section 159.772b(8) is transferred from old section 159.442 for continuity.

.6 *Subchapter 160*

a. Sections 161.21 and 161.22 amended to clarify registered mail liability and charges for material covered by commercial insurance.
b. Section 161.31 amended to specify that padded envelopes are not acceptable in the registered mail service.
c. New sections 161.33 and 161.34 require mailers to tell the accepting employee when registered mail contains fragile items and provides for denying indemnity when registered mail is not adequately packed.
d. Section 161.47 amended to specify that the postmaster may require customers to call for registered mail at the post office.
e. Reference to revenue units in 161.513a is deleted.
f. Section 162.122 is changed to provide insurance service for matter mailed at the first-class rate or priority rate.
g. Section 162.22 revised to except official mail from prepayment requirement.
h. Section 165.134 revised to provide certificates of mailing for certain official mail matter.
i. Section 165.16 added to clarify payment procedures for official mail.
j. Section 166.22 revised to clarify payment procedures for official mail.
k. Section 167.1, 167.2 and 167.4 revised to clarify payment procedures for official mail.
l. Section 168.2 and 168.41 revised to clarify payment procedures for official mail.

.7 *Subchapter 170*

a. Section 171.122 amended to correct a typographical error.
b. Section 171.336 revised to clarify procedures for cashing money orders when there is more than one payee.



Director
Office of Management Services

113.263

.263 Standard Levels of Service—Holidays Not Widely Observed

(All Monday Holidays: Columbus Day, Veterans' Day, Memorial Day, Washington's Birthday)

	Window	Lockbox	Firm Call	Delivery			Collection
				Business	Residential	Special delivery	
Saturday	Normal	Normal	Normal	Normal	Normal	Normal	Normal
Sunday	None	Normal	None	None	None	Normal	Starred[1]
Monday	Limited	Sunday schedule	Limited	None	None	Holiday schedule	Starred[1]

Exceptions for service reasons must be approved by the Regional Postmaster General.

[1] Whenever a holiday is observed on Monday and there are no residential collections scheduled on Sunday, a full residential collection must be scheduled on the Monday holiday.

Definitions of terms:

Normal—Service normally provided on the particular day of the week.

Residential Collection—Neighborhood boxes collected by carrier serving in those areas on normal delivery days as scheduled except as provided in footnote 1.

Starred—Collections from boxes designated as collection points with either one or two stars identifying the box.

Limited—Service adjusted to meet the limited needs of the community on the particular day.

113.262

.262 Standard Levels of Service—Holidays Widely Observed

(Christmas Day, Independence Day, Labor Day, New Years Day, Thanksgiving Day)

	Window	Lockbox	Firm call	Delivery			Collection
				Business	Residential	Special delivery	
Friday holiday							
Friday	None	Holiday schedule.	None	None	None	Holiday schedule	Starred
Saturday	Limited	Normal	Normal	Normal	Normal	Normal	Normal
Sunday	None	Normal	None	None	None	Normal	Starred
Saturday holiday							
Friday	Normal	Normal	Normal	Normal	Normal	Normal	Normal
Saturday	None	Holiday schedule.	None	None	None	Holiday schedule	Starred
Sunday	None	Normal	None	None	None	Normal	Starred
Sunday or Monday holiday							
Saturday	Limited	Normal	Normal	Normal	Normal	Normal	Normal
Sunday	None	Normal	None	None	None	Normal	Starred[1]
Monday	None	Holiday schedule.	None	None	None	Holiday schedule	Starred[1]
Tuesday, Wednesday, or Thursday holiday							
Preceding Day	Normal	Normal	Normal	Normal	Normal	Normal	Normal
Holiday	None	Holiday schedule.	None	None	None	Holiday schedule	Starred

[1] Whenever a holiday is observed on Monday and there are no residential collections scheduled on Sunday, a full residential collection must be scheduled on the Monday holiday.

113.3 GENERAL DELIVERY

.31 USE

General delivery is primarily for use at offices without carrier delivery to serve transients and for other customers who prefer not to use lockbox service. Mail endorsed, *Transient, To Be Called For, General Delivery*, or with other suitable words, will be placed in the general delivery case to be delivered to the addressee on his application and proper identification.

.32 WHERE CARRIER DELIVERIES ARE PROVIDED

General delivery service is provided at offices with carrier delivery service, for transients and customers who are not permanently located. Persons intending to remain for 30 days or more in a city having carrier service should file their names and street addresses at the post office so that their mail may be delivered by carrier unless lockbox service is desired. Persons living in cities having carrier delivery service may for good and sufficient reasons satisfactory to the postmaster receive their mail at general delivery windows.

Part 114
COMPLAINTS

114.1 POSTAL SERVICE

Complaints by individual customers about any aspect of products, services, or information may be made at any post office or regional office. Although the foregoing is recommended as an initial step, any customer may choose to direct a complaint to the Consumer Advocate, U.S. Postal Service, Washington, DC 20260. When the complaint concerns apparent mishandling of mail, furnish the related envelope or wrapper.

114.2 POSTAL LAW VIOLATIONS

Send information and complaints of postal law violations to the nearest Postal Inspector in Charge at the address listed below:

Atlanta, GA 30302	P.O. Box 4327
Boston, MA 02107	P.O. Box 2217
Chattanooga, TN 37401	P.O. Box 711
Chicago, IL 60607	Main Post Office Bldg., Room 642
Cincinnati, OH 45201	P.O. Box 2057
Detroit, MI 48232	P.O. Box 119
Fort Worth, TX 76101	P.O. Box 1230
Los Angeles, CA 90030	P.O. Box 30456
Memphis, TN 38103	P.O. Box 3180
Newark, NJ 07101	Post Office and Courthouse Bldg.
New York, NY 10001	8th Ave. and 33rd Street
Philadelphia, PA 19101	P.O. Box 7500
Pittsburgh, PA 15219	1500 Chamber of Commerce Bldg.
San Francisco, CA 94101	P.O. Box 367
Seattle, WA 98111	P.O. Box 400
St. Louis, MO 63199	200 S. Hanley Rd., 10th Floor
St. Paul, MN 55165	Main Post Office Bldg., Room 309
Washington, DC 20013	P.O. Box 1820

Part 115
MAIL TREATED IN CONFIDENCE

First-class mail is given absolute secrecy while in our custody. No persons in the Postal Service, except employees of dead-mail offices, may open first-class mail without a legal warrant, even though it may contain criminal or otherwise unmailable matter or may furnish evidence of the commission of a crime.

.333 When several items are within a package they must be protected from each other as well as from external forces. Concentrated heavy items must not be packaged with fragile items unless extreme care is exercised to separate the items from each other. Heavy items must be adequately blocked and braced.

ILLUSTRATION 4

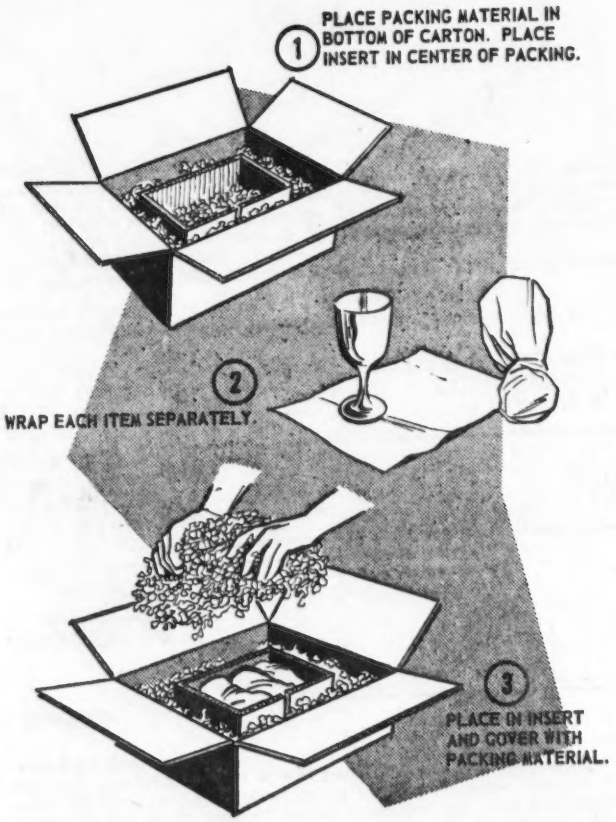
PACK CUSHIONING MATERIAL IN BOTTOM OF CARTON–WRAP EACH ITEM SEPARATELY.
1
2
PACK WRAPPED ITEMS IN CENTER OF CARTON AND PACK MATERIAL AROUND AND OVER. OVERFILL SLIGHTLY WITH CUSHIONING MATERIAL TO HOLD ITEMS IN PLACE.

.34 CLOSURE AND REINFORCEMENT

.341 *General*

Closure and reinforcement of packages are primary considerations in the preparation and acceptability of any parcel. The principal methods of closure and reinforcement employ gummed and pressure sensitive tapes, adhesives, strapping, twine and cord; staples for boxes and bags; and various friction closures, screw caps and locking devices for cans and similar containers.

ILLUSTRATION 5


1
PLACE PACKING MATERIAL IN BOTTOM OF CARTON. PLACE INSERT IN CENTER OF PACKING.
2
WRAP EACH ITEM SEPARATELY.
3
PLACE IN INSERT AND COVER WITH PACKING MATERIAL.

.54 AEROSOLS

Aerosol containers with inadequate friction cap closures, or other nonpositive means to prevent accidental discharge of contents, are a source of loss of contents and contamination to other mail. These cans must be so constructed as to preclude accidental discharge of contents in the mail. This may be accomplished through the use of recessed valves, screw thread caps, tape closures or other means of preventing discharge (see 124.25).

.55 HIGH DENSITY LOADS

High density loads such as gears, machine parts and tools are hazardous to other mail and Postal handling equipment. Articles of this type which weigh in excess of 15 pounds shall be packaged so as not to exert more than 60 pounds per square foot pressure.

121.6 PACKAGING IMPROVEMENT REPORT

When packaging deficiencies are noted after acceptance that are not of such a serious nature as to require refusal for dispatch or removal from the mails, the receiving Postal employee will complete a *Packaging Improvement Notice*, Form 3823, noting the potential source of loss or damage in accordance with 331.22. When damage occurs as a result of inadequate packaging, Form 3823 will be prepared in accordance with 334.723.

Part 122

ADDRESSES

122.1 GENERAL INFORMATION

.11 Write the name and the address clearly and legibly on one side only. See 124.293a(13) for exception on baby poultry.

.12 Mail must include in the address the name and the street and number; or post office box number, or general delivery; or rural or star route designation and box number (except simplified address mail as prescribed in 122.4). Mail for customers on a rural route may be addressed to street names and numbers if this type of address has been approved.

.13 All mail should bear the name and address of the actual sender to enable the Postal Service to return it (if returnable) when it is undeliverable for the reasons in 159.111. Mail bearing the same return and delivery address, or window mail with no address and a preprinted return address (obviously that of the intended addressee), without any postage is considered to bear no return address and will be sent to dead mail offices as prescribed in 159.412m. For instructions concerning mail which must bear a return address, see:

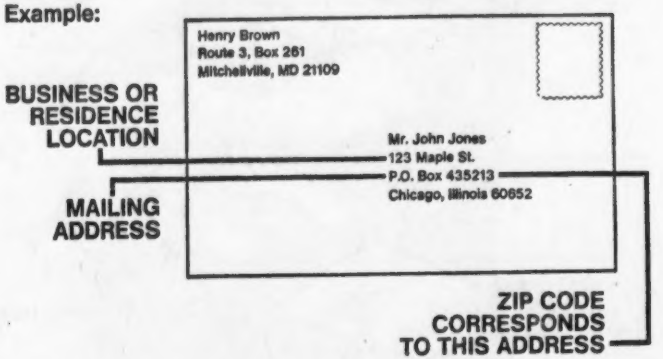
a. Second-class mail in envelopes or wrappers—125.26.
b. Fourth-class mail—135.511.
c. Priority mail—Part 136
d. Mail of any class, when its return is desired—122.3.
e. Registered mail—161.31.
f. Insured mail—162.12.
g. COD mail—163.13.
h. Matter bearing company permit imprints—145.33.

.14 Include the ZIP Code in all addresses and return addresses. See 122.6.

.15 Attach a slip to articles enclosed in parcels showing the name and address of the sender and addressee.

.16 Mail should be specifically addressed to the place where the post office is to deliver it. Mail bearing both a street address and post office box number will be distributed for delivery in accordance with the address shown on the line immediately preceding the city and State of destination, unless the addressee has issued contrary instructions. The ZIP Code shall correspond with the unit (box location or street address) to which delivery is to be effected. The requirements of this paragraph are also applicable to return addresses on mail matter.

Example:



Mail bearing the names of more than one post office in either the return address or recipient's address is not acceptable for mailing.

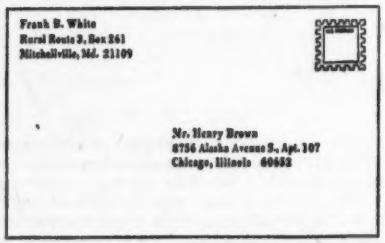
.17 Matter bearing instructions to return to *Point of Mailing* (postmark) is not acceptable for mailing.

.18 See 122.7 for special instructions on addressing second-class mail.

.19 See 122.8 for special instructions on addressing overseas military mail; see Part 127 for addressing mail via State Department to U.S. foreign service personnel abroad; and Publication 42, *International Mail*, for addressing international mail.

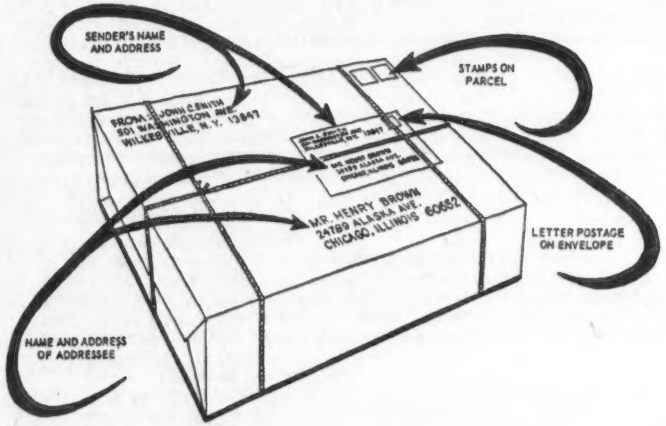
122.2 ARRANGEMENT OF ADDRESS

.21 The proper place for the address is in the lower right portion of the address area; postage (stamps, meter stamps or permit imprints) in the upper right corner; and return address of sender in the upper left corner.

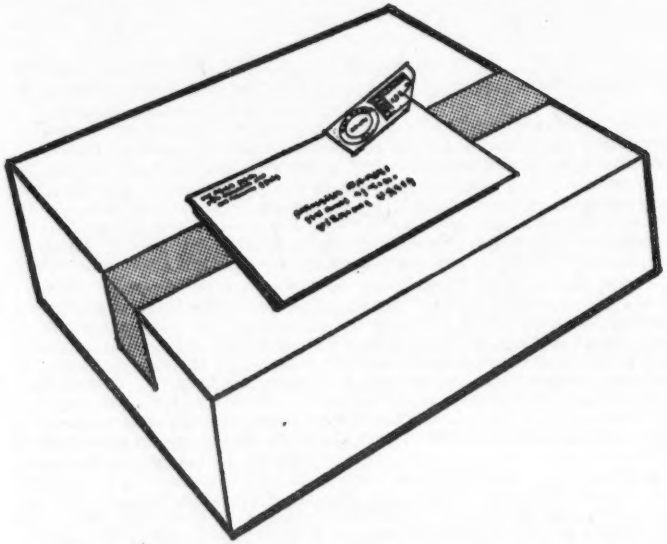


.22 Leave at least 3½ inches of clear space, from top to bottom, at the right end of the address side of envelopes, folders, or labels. This space will be used for address, postage, postmark, and other prescribed endorsements such as *special delivery*. On large envelopes or mailing pieces, leave on the right end of the address side a clear rectangular space of not less than 3 by 4¼ inches or an equivalent area, for the address, stamps, postmarks, etc. See 131.224 regarding the arrangement of the address on post cards.

.23 Illustration of how to affix a first-class letter on a parcel:



.24 Parcels which bear address labels shall have the regular or postage meter stamps affixed by accepting postal employees so that the stamps overlap the upper right corner of the label, as shown in the following illustration:



Postmasters should seek the cooperation of business mailers by asking them to affix postage in this manner. Parcels bearing address labels covering any portion of the postage or showing other significant evidence of overlabeling shall be withheld from dispatch or delivery and must be immediately reported to the nearest postal inspector or postal inspector in charge.

Post Office Services (Domestic) TL-42, 7-18-77, Issue 117

or changed to another post office, no charge will be made for correction if the list contains only names of persons residing on the route or routes involved.

b. Except for authorized users of official mail, payment must be made in advance by cash or money order. Do not return lists to commercial mailers until charges and postage fees have been collected.

c. Payment for correction of lists submitted by persons entitled to use the franking privilege is made under the official mail reimbursement program. The post office that serves the address must submit a report on Form 103, *Originating Franked Mail*, to:

Revenue Statistics Branch
Office of Statistical Programs and Standards
U.S. Postal Service
(Attn: Originating Franked Mail)
Washington, DC 20260

d. Payment for correction of lists submitted by Federal agencies is made under the official mail reimbursement program. Submit a report on Item 013, *Routing Slip*, or by memorandum indicating the applicable charges and the name of the Federal agency for which the list was corrected, to:

Manager, Government Revenue and Examination Branch
Finance Department
U.S. Postal Service
Washington, DC 20260

.515 *Postage on Lists*

Typewritten lists are subject to postage at the first-class rate. Those prepared by stencil, mimeograph, printing, or similar process may be mailed at the third- or fourth-class rate depending on the weight. Return lists to customers free of postage.

.516 *Mailing List Correction Time Limitation*

Within 10 working days after receipt by the employee responsible for the correction and return of mailing lists, the lists must be corrected and returned to the owners. EXCEPTION: The 10-working days time limitation shall not apply to mailing lists received for correction between November 16 and January 1. Mailing lists received for correction between these dates shall be corrected and returned at the convenience of the post office, but as early as possible.

.52 FURNISHING ADDRESS CHANGES TO ELECTION BOARDS AND REGISTRATION COMMISSIONS

Residential change-of-address information is available to duly constituted election boards or registration commissions using permanent registration, at a cost of 5 cents for each change-of-address Form 3575 notwithstanding the schedule of fees in 262.7. An election board or registration commission desiring this information must submit to the postmaster a written request signed by an authorized official. The postmaster will send the request to the Regional Postmaster General for approval. On approval, the postmaster will receive necessary instructions from the Regional Postmaster General for release, control, and return of change-of-address Form 3575.

.53 ADDRESS CARDS ARRANGED IN SEQUENCE OF CARRIER DELIVERY

Arrange address cards in sequence of carrier route delivery without charge. Each card must include only one address. Withdraw cards with incorrect, nonexistent, or other undeliverable addresses. Mailers may submit address plates or stencils instead of cards when satisfactory arrangements can be made to handle them. Insert a blank card for each existing address that is not included in the owner's address cards, plates, or stencils. If several addresses are missing in a series, insert a single blank card for the series and indicate on the card the number of addresses which are missing. The missing address must not be provided by the Postal Service. Postmasters must check to see that mailers whose lists have been arranged in sequence prepare bundles for each route with the individual pieces in address sequence. This service shall not be provided to mailers who do not make the required premailing preparation. It must not be provided as a substitute for the list correction service provided by 122.51.

.54 FURNISHING CITY AND STATE SCHEMES

To assist volume mailers in preparing their mailings, postmasters may furnish, on request, a copy of the city scheme or the State scheme used by clerks for sorting mail, and he may arrange address cards, plates, or stencils by carrier routes.

.55 ZIP CODING OF MAILING LISTS

.551 *Single-ZIP-Coded Offices*

It is the mailer's responsibility to ZIP Code mailing lists for the single ZIP-Code post offices described in 122.632 and the multi-ZIP-Coded post offices described in 122.633 (see also 122.634).

.552 *Multi-ZIP-Coded Post Offices*

Under the following conditions, post offices will sort mailing lists consisting of addresses for the multi-ZIP-Coded post offices described in section 122.633 (see also 122.634) according to five-digit ZIP Code delivery units at a charge of $1.50 per thousand addresses or fraction thereof, payable to the local postmaster upon submission of the list:

a. Mailers with EDP equipment must first match their mailing lists with Postal Service EDP magnetic tapes or data processing cards, or both, to obtain the maximum number of ZIP Codes for those addresses which were previously zoned and which were unaffected by zone boundary changes when the ZIP Code system was introduced. It will also provide ZIP Codes for one-code offices. The addresses to be separated by the post offices must be submitted on cards about the size and quality of a postal card. Data processing cards are acceptable. The cards must be separated by the post offices of address and submitted by the owner to his local post office.

b. Post offices will not write ZIP Codes on individual cards. The cards will be sorted to local ZIP Code areas by city primary distributors and will be securely tied in bundles with a facing slip on each bundle reading "All for ZIP Code Area ------." Return the ZIP Coded bundles to the post office or the owner according to who submitted the cards.

c. Mailing lists should be wrapped by the owner for mailing, when practicable, and must bear the name and address of the owner. The local postmaster shall enclose addressed penalty labels (Label 41) for use in returning the coded cards to his office.

d. Gummed labels, wrappers, envelopes, or postal or post cards indicative of one-time use will not be accepted as mailing lists.

.823 *Dependents Residing with Military Personnel*

a. Address mail to dependents for delivery through the sponsor's military unit in care of the sponsor. Example:

Master Robert Brown
c/o Sgt. Michael Brown, 081-32-6959
Company A, 6th Bn., 10th Inf.
Fort Gordon, GA 30905

b. Mail addressed to dependents for delivery at the sponsor's military quarters need not be addressed in care of the sponsor. Example:

Master Robert Brown
2519 C Street
Wright-Patterson AFB, OH 45433

.83 GEOGRAPHICAL ADDRESS

Mail showing a foreign city and country in addition to the military address is subject to the rates of postage and conditions for international mail. (See Publication 42, *International Mail.*)

Part 123

NONMAILABLE MATTER—WRITTEN, PRINTED AND GRAPHIC MATTER

123.1 GENERAL PROVISIONS

.11 SCOPE

Certain potentially undesirable, harmful or dangerous matter has been declared nonmailable by statute or regulation. This part contains the rules relating to such nonmailable matter in written, printed or graphic form. The rules relating to nonmailable articles and substances and the special conditions under which certain of them can be mailed are contained in Part 124.

.12 RULES

This part contains rules on advising mailers on mailings of matter covered in parts 123 and 124. These rules restrict postmasters in making decisions to exclude written, printed and graphic matter from the mails as nonmailable. See 123.3.

.13 OTHER NONMAILABLE MATTER

Matter is also nonmailable when it cannot be forwarded to its destination because of illegible, incorrect or insufficient address, or because it fails to comply with postal regulations regarding preparation for mailing, classification, rates of postage, size, weight, etc.

123.2 RESPONSIBILITY OF MAILER

It is the responsibility of the mailer to refrain from depositing nonmailable matter in the mails. When a mailer is in doubt as to whether particular matter is nonmailable, he should inquire of the postmaster prior to depositing such matter in the mails. See 123.3.

123.3 ADVICE TO MAILERS—MAILABILITY DECISIONS

.31 GENERAL ADVICE

When a mailer seeks advice from the postmaster as to whether particular matter may be mailed, or where the postmaster otherwise learns that matter of questionable mailability is to be mailed, it is the postmaster's responsibility to call to the mailer's attention the relevant provisions of Parts 123 and124 and any relevant guidelines issued by the Postal Service. The scope of the postmaster's authority to decide whether particular matter is nonmailable, and to exclude matter from the mails in accordance with his decision, depends upon the nature of the matter in question and is determined by this section.

.32 MAILABILITY DECISION NOT AUTHORIZED—WRITTEN, PRINTED AND GRAPHIC MATTER

Postmasters are *not* authorized to decide whether written, printed or graphic matter (Part 123) is nonmailable and to exclude such matter from the mails in accordance with their decisions. As stated in 123.31, postmasters should call the attention of prospective mailers of such matter to any apparently relevant provisions of Part 123. If, after being so informed, the mailer demands that matter described in Part 123 be accepted for mailing, such matter shall be accepted and shall be treated as provided in 123.35

.33 MAILABILITY DECISIONS AUTHORIZED

Postmasters *may* decide whether articles and substances (Part 124) are nonmailable and shall, where appropriate, refuse to accept for mailing such matter determined to be nonmailable. Where necessary, it is recommended that the postmaster consult the postal services center for guidance in determining mailability. If the mailer desires review of the postmaster's decision, the postmaster shall refer a sample or complete statement of the facts, whichever may be appropriate, to the Director, Office of Mail Classification, Rates and Classification Department. Further appeal may be made in accordance with 123.37.

.34 LAWS AND REGULATIONS OF OTHER AGENCIES

Postmasters shall not give advisory opinions concerning the mailing of articles and substances (Part 124) under laws and regulations administered by agencies other than the Postal Service, but postmasters shall inform postal customers of the existence of such laws and regulations, and the source from which further information may be obtained, when known. For example, postal customers with questions about the interstate shipment of rifles and shotguns should be referred to the Director, Bureau of Alcohol, Tobacco and Firearms, Department of the Treasury, Washington, DC 20226, or to the nearest regional director of that Bureau.

.35 REFERRAL TO THE INSPECTION SERVICE

.351 Mail matter, believed to be nonmailable under this part, that has entered the mails, or a report containing information on such matter, shall be referred immediately to the Inspection Service and the matter shall be handled in accordance with instructions promptly furnished by the Inspection Service.

.352 Mail matter, believed to be nonmailable under Part 124, that has entered the mails shall be withheld from dispatch or delivery. Matter coming within the scope of 124.4 thru 124.7 (firearms and switchblade knives, controlled substances, motor vehicle master keys, abortive and contractptive devices and materials, and intoxicating liquors) or a report containing information on such matter, shall be immediately referred to the attention of the Inspection Service. All other articles and substances, or a report containing information on such matter, shall be referred to the Director, Office of Mail Classification, Rates and Classification Department. Postmasters are authorized and directed to take any steps reasonable and necessary to protect Postal Service personnel and equipment from the effects of potentially dangerous or injurious materials or substances found in the mails.

.36 JUDICIAL DETERMINATIONS

The other provisions of this Part do not apply to matter, the mailability of which has been determined by the Judicial Officer or a court of competent jurisdiction. Such matter shall be treated in accordance with the applicable decision of the Judicial Officer or court, whichever is appropriate.

.37 ADMINISTRATIVE APPEALS

A mailer may appeal any unfavorable mailability decision under part 123 or part 124 by filing a written *Notice of Appeal* with the Docket Clerk, U.S. Postal Service, Washington, DC 20260, together with a copy or description of the determination or ruling in question. Such appeals shall be governed by 39 CFR Part 953, *Rules of Practice in Proceedings Relative to Mailability*.

123.4 NONMAILABLE WRITTEN, PRINTED OR GRAPHIC MATTER GENERALLY

.41 SOLICITATIONS IN THE GUISE OF BILLS, INVOICES OR STATEMENTS OF ACCOUNT (39 U.S.C. 3001(d))

Any otherwise mailable matter which reasonably could be considered a bill, invoice, or statement of account due, but is in fact a solicitation for an order, is nonmailable unless it conforms to the following requirements:

a. Each such solicitation shall bear the notice: THIS IS NOT A BILL. The notice shall appear on the face of such solicitation in boldface capital letters of a color prominently contrasting with the background against which it appears, including all other print thereon, and at least as large and as bold as any other print thereon but not smaller than 30-point type. The notice shall be located in accordance with one of the following options:
   (1) On the center of the diagonal described by a straight line drawn from the vertex of the lower left corner to the vertex of the upper right corner; or
   (2) Overprinting each portion of the solicitation which reasonably could be considered to specify a monetary amount due and payable by the recipient.
b. In addition to the requirements in a., such solicitation shall bear on its face the following disclaimer:
   THIS IS A SOLICITATION. YOU ARE UNDER NO OBLIGATION TO PAY UNLESS YOU ACCEPT THIS OFFER.
c. The disclaimer shall meet the following requirements:
   (1) It shall be surrounded by clear space of at least one-quarter inch;
   (2) It shall appear in boldface capital letters no smaller than 18-point type and of the same color as the notice required by .41a; and
   (3) It shall not, by folding or any other device, be rendered less prominent than any other information on the face of the solicitation.
d. Any solicitation which states that it has been approved by the Postal Service or by the Postmaster General or that it conforms to any postal law or regulation is nonmailable.

.42 LOTTERY MATTER (18 U.S.C. 1302)

.421 Any scheme or promotion, whether or not lawful under the laws of any state, which, upon payment of consideration, offers a prize dependent in whole or in part upon lot or chance, is a lottery.

.422 The following matter is unlawful mail matter:

a. Any letter, package, postal card, or circular which advertises, invites or otherwise permits or facilitates participation in a lottery;
b. Any lottery ticket or part thereof or substitute;

c. Any form of payment for a lottery ticket or share;
d. Any newspaper, circular, pamphlet, or publication of any kind containing any advertising of a lottery or similar enterprise, or any list of prizes awarded in such an enterprise.

.423 This section does not apply to any fishing contest not conducted for profit, wherein prizes are awarded for the species, size, weight, or quality of fish caught by contestants in any bona fide fishing or recreational event (18 U.S.C. 1305).

.424 This section does not apply to an advertisement, list of prizes, or information concerning a lottery conducted by a State acting under the authority of its law contained in a newspaper published in that State or in an adjacent State which conducts such a lottery, or to the mailing to addresses within a State of tickets or other material concerning a lottery conducted by that State under the authority of its law (18 U.S.C. 1307).

.43 ADVERTISING MATTER

.431 Any advertising, promotional, or sales matter which solicits or induces the mailing of any article described in 124.2, 124.3, 124.47, 124.5 and 124.8 (harmful matter, radioactive material, controlled substances, knives and sharp objects and intoxicating liquor as well as pens, bottle caps and odd shaped items in envelopes), is likewise nonmailable, except that such matter relating to articles described in 124.2, 124.3, 124.47, 124.5, 124.83, 124.84, and 124.85 is mailable if it contains packaging instructions and any other limitations on mailing which are in accordance with such provisions of Part 124 (18 U.S.C. 1416).

.432 Advertisements for motor vehicle master keys (see 124.62) are nonmailable (18 U.S.C. 1716 A, 39 U.S.C. 3002).

.433 Any advertisement or other written representation that any article, substance, or thing may or can be used for producing abortion is nonmailable, except when the mailer has no commercial interest in any such item (18 U.S.C. 1461). (See 124.71.)

.434 Unsolicited advertisements for articles or things which are designed, adapted or intended for preventing conception are nonmailable, except when sent to a manufacturer of such articles or things, a dealer therein, a licensed physician or surgeon, or a nurse, pharmacist, druggist, hospital or clinic, or when the mailer has no commercial interest in any such item. Advertisements contained in a publication for which the addressee has paid or promised to pay a consideration, or which he has otherwise indicated he desires to receive, are not deemed unsolicited for the purposes of this section (39 U.S.C. 3001). (See 124.72.)

.44 OTHER PROHIBITED MATTER

The following are nonmailable:

a. *Fictitious Matter (18 U.S.C. 1342)*. Any matter addressed to a person using any fictitious name, title, or address in conducting, through the mail, any scheme or device in violation of law if, after notification, the addressee fails to appear at the post office and be identified, or if the fictitious character of such mail is established to the satisfaction of the Judicial Officer in consequence of a proceeding initiated pursuant to 39 C.F.R. Part 953.
b. *Copyright Violations (17 U.S.C. 109)*. Mail of foreign origin containing matter determined by a court of competent jurisdiction to violate the copyright laws of the United States, or any copyright convention or treaty to which the United States is a party.
c. *Certain Foreign Communications*. Matter addressed to foreign countries posted in violation of law or treaty stipulation.

will constitute an application for enforcement of the order. When the Postal Service finds, after appropriate administrative proceedings as described in Publication 125 and Title 39, Code of Federal Regulations, Part 916, that enforcement action is warranted, it requests the Department of Justice to seek a court order directing compliance with the prohibitory order.

.66 ABANDONMENT OF APPLICATIONS

An applicant for a prohibitory order or its enforcement will be deemed to have abandoned his application if he fails to comply, within 60 days, with any request by the Postal Service to supplement, correct, or complete his application. Abandoned applications need not be retained by the Postal Service.

.67 VOID ORDERS

A prohibitory order will be considered void upon expiration of five years from the date of issuance, except that when application for enforcement of a prohibitory order has been made, it will not be considered void until expiration of five years from the last application for enforcement. Postal Service files relating to such void orders may be disposed of provided a record is maintained of the disposal of each such file and the reason therefor.

.68 MODIFIED ORDERS

.681 An addressee protected by a prohibitory order who has a permanent change of mailing address may continue the protection provided by the order by notifying the mailer of his change of address and his desire to have the order honored with respect to the new address. The notification should be in writing and should be forwarded to the mailer by registered mail, return receipt requested. The notification should state that the addressee previously obtained a prohibitory order, and should identify the order by giving the prohibitory order number. It should also state the address covered by the order, that the addressee has had a permanent change of address, and the new address which the addressee wishes covered.

.682 To permit enforcement with respect to any violation of the order at the new address, a copy of the notification and return mailing receipt must be submitted to the postal services center which issued the order. Such written notification shall modify the order by substituting the new address for the address designated in the original or previously modified order. An order thus modified will take effect in the same manner as the original order.

.69 RATIFIED ORDERS

Orders issued on behalf of persons who had not attained nineteen years of age will not be enforced with respect to mailings received by such persons after they attain the age of nineteen, unless they ratify the order by giving written notice to the postal services center which issued the order that they wish to have the order continue in effect as to themselves. Such notice should include the prohibitory order number.

Part 124

NONMAILABLE MATTER—ARTICLES AND SUBSTANCES; SPECIAL MAILING RULES

124.1 GENERAL PROVISIONS

.11 SCOPE

Certain potentially harmful or dangerous articles and substances are nonmailable. Some of them may be mailed if specially prepared for mailing, or if mailed between specified classes of persons. This Part covers the rules applicable to nonmailable articles and substances and the special rules under which certain of them may be mailed. See Part 123 for rules relating to nonmailable written, printed or graphic material.

.12 RESPONSIBILITY OF MAILER

The mailer is responsible for compliance with applicable postal laws and regulations governing mailability and preparation for mailing, as well as other laws and regulations pertaining to the shipment of particular matter. The general requirements applicable to preparation, packaging, and packing of mailable matter are contained in Part 121.

.13 MAILABILITY RULINGS

For rules on giving advice as to the mailability of matter covered by this Part and Part 123, see 123.3.

.14 OTHER LAWS AND REGULATIONS

The customer's right to mail particular matter may be affected by conditions or limitations upon transportation of specific articles imposed by Federal agencies having jurisdiction over interstate transportation. See, for example: 49 CFR Parts 100 through 189 (Department of Transportation Regulations); 14 CFR Part 103 (Federal Aviation Regulations); the *Comprehensive Drug Abuse Prevention and Control Act of 1970* (Public Law 91–513), 21 U.S.C. 801; and the *Gun Control Act of 1968* (Public Law 90–618), 18 U.S.C. 921. For the rule on advising mailers about these other laws and regulations see 123.34.

.15 MARKINGS AND LABELS

.151 *Identification of Contents*

The identity or nature of contents of anything mailed under any of the provisions of Part 124, except firearms and switchblade knives (124.4), controlled substances (124.5) and motor vehicle master keys (124.6), must be stated plainly on the outside of the parcel as a condition of mailing. When the contents are hazardous material subject to Title 49 CFR, each package must be clearly marked on the outside with the required shipping name as set forth in 49 CFR Section 172.5.

.152 *Address Marking*

The name and address of both the mailer and the addressee must be affixed to the outside of any package, the mailing of which is covered by Part 124, using a material or method which is not water soluble and which cannot be easily rubbed off or smeared.

.153 *Labels*

Except for controlled substances mailed under 124.5, labels or other markings required by Federal law or regulation of any Federal agency must be securely affixed to the outside of the package. If the package is to be trans-

ported via aircraft, it must also bear the appropriate Department of Transportation hazardous material label.

.154 *Shipment by Aircraft Certification*

Every shipment of restricted articles mailable under Part 124, which will be transported by aircraft, shall be accompanied by a shipper's certification prepared in accordance with Federal Aviation Regulations, completed and signed in triplicate by the mailer.

.155 *Customs Declaration for Canal Zone*

Any package of merchandise, weighing 16 ounces or more, addressed to an individual in the Canal Zone must have customs declaration Form 2966–A, *Parcel Post Customs Declaration* (adhesive), and Form 2966, *Customs Declaration* (tie-on-tag), attached. Parcels addressed to a U.S. Government agency, including the Panama Canal Company, and the Canal Zone Government are exempt from this requirement.

124.2 HARMFUL MATTER (18 U.S.C. 1716)

.21 GENERAL

Except as provided below, any article, composition, or material which may kill or injure another, or injure the mail or other property, is nonmailable. Harmful matter includes, but is not limited to:

a. All kinds of poison or matter containing poison;
b. All poisonous animals, except scorpions (see 124.293d) all poisonous insects, all poisonous reptiles, and all kinds of snakes;
c. All disease germs or scabs;
d. Narcotics and other *controlled substances* as defined by 21 U.S.C. 801 or the regulations thereunder; and
e. All explosives, flammable material, infernal machines, and mechanical, chemical, or other devices or compositions which may ignite or explode.

Harmful matter also includes that which is likely to destroy, deface, or otherwise damage the mails or postal equipment, or which is likely to harm postal employees, such as caustic poisons (acids and alkalies), oxidizing materials, or highly flammable liquids, gases or solids; or which is likely under conditions incident to transportation to cause fires through friction, through absorption of moisture, through spontaneous chemical changes, or as a result of retained heat from manufacturing or processing; explosives or containers previously used for shipping high explosives having a liquid ingredient (such as dynamite), ammunition; fireworks; radioactive materials; matches; or articles emitting obnoxious odors. (For advertisements for the mailing of harmful matter generally, see 123.431.)

.22 CHEMICALS

The great variety of chemical compositions precludes the listing of each such item that may be mailed and each such item that may not be mailed. The acceptability of chemicals for mailing generally depends upon container fluid/vapor capacities, the ability of the complete package to contain the product, and the method of absorbing and containing the product in case of accidental leakage of the primary container. To permit mailability determinations on specific products, the following information is required:

a. Name of material.
b. Chemical composition by percentage of ingredient.
c. Flash point.
d. Toxic properties.
e. Irritant action to eyes and skin.
f. Special precautions necessary to permit handling to avoid harm to postal personnel or property or other mail matter.

g. Explanation of warning labels required by State or Federal regulations.
h. Proposed method of packaging.

.23 EXPLOSIVES

All explosives, as defined by Title 49, CFR, are nonmailable, except for toy propellant devices and some safety fuses upon specific approval of the Office of Mail Classification.

.24 FLAMMABLE MATERIAL

.241 *Flammable Solids and Oxidizing Materials; Matches*

a. Flammable solids are those items, other than explosives, which are liable to cause fires through friction, absorption of moisture, spontaneous chemical changes, or retained heat or which can be readily ignited and when ignited burn rapidly, vigorously and persistently. Oxidizing materials are those, such as peroxide, which yield oxygen readily to stimulate combustion of organic matter. Flammable solids and oxidizing materials in general are subject to the rules relating to the mailability of chemicals.
b. Matches are mailable under the following conditions:
   (1) Strike-anywhere matches may not be mailed.
   (2) Safety matches (book, card or strike-on-box) may be mailed under the following conditions:
      (a) When offered for transportation, they must be of a type that will not ignite spontaneously when subjected for eight consecutive hours to a temperature of 200° F. (93.3° C), in a properly conducted laboratory test.
      (b) They must be of a type that will not ignite spontaneously under conditions normally incident to transportation and of a type which can be readily ignited by friction only by striking on the manufacturer's (or similar) box, card, or book.
      (c) Matches exceeding 3 inches in length, or having a stick exceeding .015 square inch in cross-section area, must be packed in outside fiberboard or wooden boxes.
      (d) They must be tightly packed to prevent movement within the container and to prevent ignition by rubbing against adjoining boxes, books, or cards.
      (e) They may be packed in the same outside container with nonflammable articles when packed in outside fiberboard or wooden boxes. Such matches must be compactly packed in tightly closed inside container or securely wrapped so as to prevent accidental ignition.
      (f) Shipments to be sent by air transportation shall be marked, *ORA, Group C - Safety Matches.* A shipper's certificate is not required.
   (3) Although safety matches are admitted in the domestic mail, they are prohibited in the international mail (see 323.133 of Publication 42, *International Mail*).

.242 *Flammable Liquids*

a. Flammable liquids and semi-liquids with a flash point of 20° F (-6.7° C) or below are nonmailable. If the flash point is above 20° F (-6.7° C) up to 100° F (37.8° C) the item may be accepted in the domestic surface mail. Flammable liquids must be in metal containers not over one quart capacity or in other containers not over one pint capacity, each packed in a strong outside container.
b. Combustible liquids with a flash point at or above 100° F (37.8° C) up to and including 200° F (93.3° C) may also be accepted for domestic and international air transportation and surface international mail subject to the quantity restrictions described below. There are no restrictions for liquids with a flash point above 200° F (93.3° C). Combustible liquids shall not exceed one gallon in containers each packed in a strong outside container. For air transportation and international mail, each outside container must

have sufficient absorbent cushioning within to take up all leakage. The cushioning material and primary container shall be enclosed within another sealed container within the outside container and the flash point shall be listed on the outside of the parcel. A shipper's certification is required for air shipment.

.25 GASES

Compressed gas containers containing gaseous matter must be of metal or of other nonshattering material meeting Federal requirements applicable to the interstate transportation of gases. Containers with release mechanisms must be cushioned to absorb shock and protected against damage or accidental discharge in transit (see 121.54). Definitions of terms covering compressed gases are set forth in Title 49, CFR. These items are generally considered mailable if exempt from specification packaging requirements of Title 49 CFR and associated tariffs applicable to their interstate transport. Nonexempt items are nonmailable.

.26 POWDERS

Powders which, if allowed to escape from their containers, could cause damage, discomfort, destruction or soiling, must either be packed in sift-proof containers or in other containers sealed in durable sift-proof outer containers.

.27 POISONS

.271 *Highly Toxic Poisons for Scientific Use*

Highly toxic poisons for scientific use, which are not outwardly or of their own force dangerous or injurious to life, health or property, may be shipped only between manufacturers, dealers, bona-fide research or experimental scientific laboratories, and employees of the Federal, State, or local governments who have official use for such poisons. Any such employee must be designated by the head of his agency to receive or send such poisons.

.272 *Highly Toxic Poisonous Drugs and Medicines*

Highly toxic poisonous drugs and medicines may be shipped only from the manufacturer thereof or dealer therein to licensed physicians, surgeons, dentists, pharmacists, druggists, cosmetologists, barbers and veterinarians (18 U.S.C. 1716).

.28 DISEASE GERMS AND BIOLOGICAL PRODUCTS

.281 *Packaging*

Disease germs and scabs, such as contained in etiologic agents, diagnostic specimens and biological products which may cause disease, are nonmailable, except when it is determined that such items are properly prepared for mailing and conform to Federal requirements applicable to interstate transportation of such matter. To be accepted, such matter must be packaged in waterproof inner containers which are not permeable by the contents. When other than dry items are mailed, the inner container(s) must then be packaged in sufficient absorbent cushioning material to completely absorb the contents in case of leakage of the inner container. The cushioning and inner container(s) of liquid or semi-liquid must then be enclosed in a sealed nonpermeable outer container, which may also serve as the shipping container.

.282 *Marking*

When applicable, the outer containers will have required marking affixed (e.g., the etiologic agent label required for international mail by section 221.123a, Postal Service Publication 42, and Title 42 CFR Section 72.25).

.29 PERISHABLE MATTER

.291 *Time Factor*

Harmless live animals, perishable foods, and game may be sent through the mail only if they can reach their destination in good condition in the normal transit time between the mailing and address points. Perishable foods may be shipped at the mailer's risk, provided they are not subject to rapid decay and the generating of obnoxious odors. Priority mail, special handling, or special delivery services are recommended.

.292 *Highly Perishable Food and Game*

a. Crates, boxes, baskets, or other containers used to ship highly perishable goods should be constructed to protect the contents and to prevent their escape.
b. Berries, fruits, and vegetables are not mailable unless presented in dry condition.
c. Water ice used as a refrigerant must be packed as though it were a liquid in accordance with 121.53. Dry ice (carbon dioxide solid) is acceptable when wrapped securely in heavy paper. Dry ice must not be packed in glass, metal, or other air-tight containers. Sufficient insulation is necessary if a fiberboard box is used, in order to prevent condensation and wetting of the shipping carton.

.293 *Live Animals*

a. *Live Day-Old Poultry*

Live day-old chickens, ducks, geese, pheasants (during the period April through August), guinea fowl, and turkeys are acceptable in the mail only under the following conditions:

(1) They must be presented for mailing in the original unopened hatchery box from the hatchery of origin.
(2) The date and hour of hatching must be noted on the box by a representative of the hatchery who has personal knowledge thereof. (In the case of COD shipments made by a hatchery for the account of others, the name or initials and address of the hatchery or the post office box number and address of the hatchery, must be prominently shown in connection with this requirement.)
(3) They must not be over 24 hours old.
(4) The box must be properly ventilated and of proper construction and strength to bear safe transmission in the mail. (These boxes will not be stacked more than 10 high).
(5) They can be delivered to the addressee within 72 hours of the time of hatching regardless of whether the addressee resides in town or on a rural or star route.
(6) They must be mailed sufficiently early in the week to avoid receipt at the office of address, in case of missed connections, on a Sunday, on a national holiday, or on the afternoon preceding a Sunday or holiday.
(7) Shipments shall not be forwarded to the addressee from the office of origin address nor returned to mailer if delivery cannot be made to either the addressee or sender within 72 hours of the time of hatching, but will be disposed of in accordance with 159.28. Shipments that are delayed beyond the 72-hour limit by washouts, snow blockades, wrecks, and the like, will be disposed of by postmasters in accordance with instructions in 159.28.
(8) If a COD shipment is received at the office of address and it is not promptly accepted by the addressee, it will be held for delivery until the expiration of the 72-hour period from the time of hatching, if

there is a possibility that delivery may be made within that period. If, at the expiration of the 72-hour period, the shipment has not been accepted, it will be sold. COD shipments will not be sold to the original addressee unless paid for in full, including all postal service charges. If the parcel is sent as ordinary or insured mail, it will be disposed of in accordance with 159.28.

(9) Boxes of day-old poultry of approximately identical size, securely fastened together to prevent separation in transit, may be accepted for mailing as a single parcel, provided such parcel does not exceed 100 inches in length and girth combined.

(10) Day-old poultry, originally shipped by air express or air cargo and then presented for mailing, must be in first-class condition, and prepared in accordance with paragraphs (1) through (6).

(11) The shipments must bear special delivery or special-handling postage in addition to regular postage.

(12) Day-old poultry vaccinated with Newcastle Disease (live virus) are nonmailable.

(13) Each box should bear, in addition to the address label on top, another address label on the side, or the narrow end, if the box is rectangular in shape, to eliminate unnecessary handling when boxes are stacked.

(14) Whenever live, day-old poultry is to be transported by aircraft, all provisions of the airline tariffs must be met and air carriers must have equipment available to safely deliver shipments within the specified time limitations, allowing for delays enroute in air and ground transportation.

(15) Day-old pheasants may only be accepted in the mail for the period of April through August each year.

b. *Other Animals*

(1) *Mailable.* Small, harmless, cold-blooded animals (except snakes) which do not require food or water or attention during handling in the mail and which do not create sanitary problems or obnoxious odors are mailable. For example, the following are mailable: Baby alligators and caymans not exceeding 20 inches in length, bloodworms, earthworms, mealworms, chameleons, frogs, toads, goldfish, hellgrammites, newts, salamanders, leeches, lizards, snails and tadpoles. Turtles (including terrapins, tortoises and all other animals of the Order *Testudinata*, Class *Reptilia*) with a carapace not exceeding 2½ inches in length, and viable turtle eggs, may be accepted for mailing only when accompanied by a certificate issued by the State Health Department of the State of origin certifying that such turtles or viable turtle eggs are free of bacteria of the *Salmonella* and *Arizona* genera. The certification shall be based upon results obtained through the test procedures specified by the Department of Health, Education, and Welfare (see 42 CFR 72.26). The mailing containers shall be marked in bold block letters: TURTLES OR TURTLE EGGS—COMPLIES WITH 124.293b, PSM. Turtles with a carapace exceeding 2½ inches in length are nonmailable. Animals mailed into the Trust Territory of the Pacific Islands require a permit issued by the Director of Agriculture of that Territory.

(2) *Nonmailable.* No warm-blooded animals except day-old poultry are acceptable. The following are examples of animals which are not mailable: Hamsters, white mice, rats, guinea pigs, rabbits, kittens, puppies, chickens, flying squirrels, parakeets, canaries and pigeons.

c. *Insects*

(1) Bees are acceptable in the continental surface mail when shipped in accordance with Federal and State regulations to assure that they are

free of disease. Packages of honey bees must bear special delivery or special handling postage. Queen honey bees only may be shipped by aircraft.

(2) Other live, nonpoisonous and nondisease-conveying insects may be sent through the mail, when properly prepared for mailing and when shipped in accordance with regulations of the U.S. Department of Agriculture. When such insects are mailed into the Trust Territory of the Pacific Islands, they are also subject to regulations of the Director of Agriculture of that Territory.

d. *Live Scorpions*

Live scorpions which are to be used for purposes of medical research or for the manufacture of antivenin will be accepted only in the continental surface mail when packaged in a double mailing container, both parts of which are closed or fastened to prevent escape of the scorpions. The inner container must be of material which cannot be punctured by the scorpions and must be plainly marked *Live Scorpions*. Cushioning material must be used when necessary to prevent shifting of the inner container. The outer container must be of sufficient strength to prevent crushing of the package or exposure of the contents during normal handling in the mail, and also must be plainly marked *Live Scorpions*.

e. *Packaging*

Shipping containers for mailable animals must be, at a minimum, made of 275 pound test, double wall, corrugated, weather resistant fiberboard (W5c) or equivalent and must be adequately ventilated. They must be constructed to prevent escape of the animals while in the mail and to preclude the container and its contents from being crushed in normal handling. They must be marked with a return address and a description of the contents. Packages marked *If Undeliverable Abandon* shall not be accepted.

.294 Meat and Meat Products

a. *Certificate Required*

Shipments of meats and meat products may be sent through the mail only if they conform with regulations of the U.S. Department of Agriculture under Federal statutes. Each shipment must be accompanied by a certificate by the mailer, unless the shipment shows on the outside the mark of Federal meat inspection. The mailer's certificate may be applied directly to the outside of the parcel, container or wrapper (in the case of volume shippers), or be submitted on Form 3583 filed at time of mailing (see 124.294c).

b. *Mark of Federal Meat Inspection*

Outside containers used to mail meat or meat products bearing the following mark of Federal Meat Inspection may be accepted without requiring a certificate:

c. *Form of Certificate*

(1) Volume shippers of U.S. inspected and passed products may elect to rubber hand stamp or by other means affix the following certificate to the address side of each package of meat and meat products;

I hereby certify that the following described product, which is offered for shipment in commerce, has been U.S. inspected and passed by the U.S. Department of Agriculture, is so marked, and at this date is not adulterated or misbranded.

Kind of product	Amount and weight
_____	_____
_____	_____
_____	_____

_____
Signature of Shipper

_____
Address of Shipper

(2) Mailers not preparing their shipments as provided in 124.294b or c(1) should use Form 3583 *Certificate of Shipper Interstate Mail Shipment of Meat or Meat-Food Products*. The form is designed for use by all other shippers of meat or meat-food products subject to the inspection regulations of the U.S. Department of Agriculture. Three types of certificates are included in the form. The shipper must complete both sides of the form and submit it to the postmaster with each shipment.

d. *Disposition of Form 3583*

The original Form 3583 shall be filed in such a manner as to be readily available to authorized Department of Agriculture employees. This original shall be maintained for a period of two years after December 31 of the year in which the transaction occurred. A copy will be provided the mailer upon request.

.295 Dead Wild Animals

The dead bodies, or parts thereof, of any wild animals, wild birds or their eggs, are acceptable for mailing only when they have been lawfully killed or taken, and their shipment is not prohibited by law of the United States or of the State, Territory, district or foreign country or subdivision thereof in which killed or taken or offered for shipment. Mailing of fresh game is also subject to requirements of 124.294.

.296 Furs, Hides, Skins, or Pelts

a. Parcels containing furs, hides, skins, or pelts of wild animals are mailable only when their contents are properly dried or cured, have no offensive odor, and are plainly marked, labeled or tagged on the outside with the names and addresses of the shipper and addressee, together with such endorsement, if any, as may be required by State laws.

b. Hides and pelts must be wrapped when necessary to prevent damage to other mail.

.297 Plant Quarantines

Regulations on plant quarantines are found in Postal Service Publication 14.

124.3 RADIOACTIVE MATERIAL (18 U.S.C. 1716)

Radioactive material may not be mailed except in accordance with the regulations found in Publication 6. (For advertisements for the mailing of radioactive material see 123.431.)

.512 *Copy Marked To Show Advertising*

The publisher must file, either with the postmaster of the original entry office or the postmaster of the additional entry office where the publication is produced or prepared for mailing, a copy of each edition of each issue marked by the publisher in such manner that the advertisements in the copy may be verified when necessary. The postmaster of the entry office where the marked copies are filed will promptly furnish to the postmasters of all the other entry offices statements of the verified per copy weights and the percentage of advertising shown by each marked copy. When the statements are not promptly received by the postmasters of the other entry offices, they should request the postmaster of the office where the marked copies were filed to furnish them. Continued failure to furnish the statements promptly should be reported to the Office of Mail Classification, Rates & Classification Department.

.52 DEFINITION OF ADVERTISING

The term "advertising" includes all material for the publication of which a valuable consideration is paid, accepted, or promised, that calls attention to something for the purpose of getting people to buy it, sell it, seek it, or support it. Moreover, if an advertising rate is charged for the publication of reading matter or other material, such material shall be deemed to be "advertising." Articles, items, and notices in the form of reading matter inserted in accordance with a custom or understanding that textual matter is to be inserted for the advertiser or his products in the publication in which a display advertisement appears are deemed to be "advertising." If a newspaper or periodical advertises its own services or issues, or any other business of the publisher, whether in the form of display advertising or editorial or reading matter, this is deemed to be "advertising."

.53 STATEMENT SHOWING NUMBER OF COPIES MAILED

When postage is to be computed on the bulk weight of one issue as provided for by 125.61, the publisher must file with the first mailing of each issue a statement on Form 3542, *Statement Showing Number of Copies of Second-Class or Controlled Circulation Publication Mailed*, showing the number of copies included in each zone or other separation necessary for computing the postage, and the average weight per copy as determined in the manner prescribed by 125.62. When postage is to be computed at the end of each calendar month on the total bulk weight of all issues mailed during the month as provided for by 125.63, the statement must be filed not later than 72 hours after the first mailing of the last issue mailed each month and must show the average number of copies of each issue included in each separation, the weight of one

.74 COMPUTATION

.741 Compute the key rate on Form 3541 once each calendar year at 12-month intervals, using the subscribers' copies shown by zones on Form 3542 furnished in accordance with 125.72. If a new report on Form 3542 is filed at any time during the 12-month intervals showing mailings to each zone, a new key rate must be computed and used.

.742 Enter on the corresponding lines in column B of Form 3541 the number of copies for each zone shown on Form 3542. Apply the applicable pound rates shown in column F to the number of copies for each zone and enter the postage for each zone in column C of Form 3541. Divide the total postage in item 2, column C, by the total number of copies in item 2, column B, to obtain the key rate, which should be carried to six decimal places. Apply the key rate only to the total weight of the advertising portion. Apply the regular reading portion rate to the total weight of the reading portion. Computation of the key rate must be verified by an employee or supervisor other than the person who originally computed it. See exhibit 125.742.

.743 Prepare Form 3541 for subsequent mailings as shown on exhibits 125.743A and 125.743B until a new report on Form 3542 showing mailings to each zone is filed under 125.72 or 125.73. Where a key rate has been developed and is being used to compute postage for subscribers' copies, postage on sample copies shall be determined by using the same key rate unless the transient rate is chargeable (see 132.13 and 132.461).

125.8 CONTROLLED CIRCULATION PUBLICATIONS

The weight of mailings of controlled circulation publications (see part 133) is obtained in the manner prescribed for obtaining the weight of mailings of second-class publications. Controlled circulation postage is collected and accounted for in the same manner as second-class postage. Each mailing must be prepared and made up for dispatch in the manner prescribed for second-class mail (125.1 through 125.3).

COMPUTATION OF NEW KEY RATE
Form 3542

U.S. POSTAL SERVICE
STATEMENT SHOWING NUMBER OF COPIES OF SECOND-CLASS OR CONTROLLED CIRCULATION PUBLICATION MAILED

1. CITY: Mayville	2. STATE AND ZIP CODE: Maryland 21104	3. DATE: March 4, 1974
4. NAME OF PUBLICATION OR NEWS AGENT: Mayville Press		
5. DATE OF ISSUE PRINTED IN COPIES: March 4, 1974	6. DATE OF MAILING	

When this statement is for ONE ISSUE only, furnish the following information:

		When this statement is for ALL ISSUES for a calendar month, furnish the following information	
7. AVERAGE WEIGHT PER COPY FOR THE ISSUE	LBS .248750	9. WEIGHT OF ONE SHEET	LBS.
		10. COMBINED WEIGHT OF ONE COPY FROM EACH ISSUE	LBS
8. PERCENTAGE OF ADVERTISING IN THE ISSUE	%	11. PERCENTAGE OF ADVERTISING COMPUTED ON CONTENTS OF ALL ISSUES	%
12. TRANSIENT RATE COPIES	NO. OF COPIES	NOTE: Do not use this form to declare pieces to be mailed at Parcel Post Zone Rates. Such pieces must be mailed with postage affixed.	

13. When postage is computed at the key rate, the items for Zones 1 to 3 need not be completed except for one issue each calendar year at 12-month intervals. The total zone mailings must be entered in item 14 during the 12 month intervals.

14. TYPE OF PUBLICATION (Check one)
- ☐ FEWER THAN 5,000 COPIES OUTSIDE COUNTY
- ☒ 5,000 COPIES OR MORE OUTSIDE COUNTY
- ☒ REGULAR RATE
- ☐ SPECIAL RATE
- ☐ QUALIFIED CLASSROOM PUBLICATION
- ☐ SCIENCE OF AGRICULTURE

POSTAL ZONES	SUBSCRIBERS' COPIES: No. of Copies	No. of Pieces*	No. of Pounds	SAMPLE COPIES WITHIN 10% LIMIT Section 132.461, Postal Service Manual: No. of Copies	No. of Pieces*	No. of Pounds
1 AND 2	2,621					
3	1,971					
4	1,052					
5	170					
6	124					
7	38					
8	21					
15. TOTAL TO ALL ZONES	5,997					
16. COPIES WITHIN COUNTY AT POUND RATE						
17. LOCAL COPIES (133.111a, Postal Service Manual)						
18. HEADQUARTERS COPIES (133.111b, Postal Service Manual)						
Foreign: 19. COPIES TO PUAS COUNTRIES EXCLUDING CANADA (133.11c, Pub 42)						
Foreign: 20. COPIES TO ALL OTHER COUNTRIES AND CANADA						
Controlled Circulation: 21. DOMESTIC (133, Postal Service Manual)						
Controlled Circulation: 22. FOREIGN (133.11d, Pub. 42)						

*Number of individually addressed copies and packages of unaddressed copies

Joe Mays (Signature)

PS Form 3542

Post Office Services (Domestic) TL-42, 7-18-77, Issue 117

Part 126
MAIL ADDRESSED TO MILITARY POST OFFICES OVERSEAS

126.1 PREPARATION AND HANDLING

.11 POSTAGE

See section 135.221 for parcels sent by surface mail and 136.234 for parcels sent by air.

.12 PACKAGING REQUIREMENTS

In addition to meeting the requirements in Part 121 and the specific packaging requirements for items mailable under Part 124, packages addressed to overseas military post offices must, as a minimum, be packed in containers equivalent to 275 pound test fiberboard. Wood, metal or plastic containers of similar strength are equally acceptable. All containers of liquids and substances which easily liquefy must be packed, with sufficient absorbent material to take up all leakage in case of breakage, inside a second sealed waterproof container.

.13 ADDRESSING

See section 122.8.

.14 WEIGHT AND SIZE

See section 135.3 for parcels sent by surface mail and 136.3 for parcels sent as priority mail, if there is no exception to the size and weight limitations listed in 126.2.

.15 AIRLIFT MAIL

.151 First-class letter mail, including postal and post cards, and sound recorded communications having the character of personal correspondence are given airlift service on a space available basis between overseas military post offices outside the 48 contiguous States, and between those military post offices and the point of embarkation or debarkation of such mail within the 50 States. See 131.52 for these same articles mailed by certain servicemen. When postage is paid on sound recordings, they must be marked by the mailer on the address side *Sound Recorded Personal Correspondence* to assure airlift service. Those mailed free under section 131.52 must be marked only as required by that section.

.152 Parcels of any class paid at surface postage rates not exceeding the weight and size limits in (a) and (b) are airlifted to, from or between overseas military post offices outside the 48 contiguous States. These parcels must be marked with the large letters SAM (space available mail) on the address side, preferably below the postage and above the name of the addressee. Postal employees will place these letters on all such parcels at the time of acceptance:

(a) When mailed from the 48 contiguous States, the weight and size limits are not more than 45 pounds in weight and not more than 60 inches in length and girth combined.

(b) When mailed from an APO or FPO outside the 48 contiguous States, the weight and size limits are not more than 70 pounds in weight and not more than 100 inches in length and girth combined.

.153 Any parcel other than a parcel mailed as priority mail not exceeding 30 pounds in weight or 60 inches in length and girth combined which is mailed at or addressed to any overseas military post office outside the 48 contiguous States will be transported by air on a space available basis, upon payment of a fee of $1.00 in addition to the regular surface rate of postage. These parcels

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must be marked with the large letters PAL (parcel air lift) on the address side, preferably below the postage and above the name of the addressee. Postal employees will place these letters on all such parcels at the time of acceptance.

.154 Second-class publications published once each week or more frequently and featuring principally current news of interest to members of the Armed Forces and the general public, which are mailed at or addressed to any Armed Forces post office *outside the 48 contiguous States*, will be given the airlift service provided in 126.152.

.16 GENERAL RESTRICTIONS

.161 The following items are nonmailable to, from, and between overseas military post offices:

a. Matches of all kinds.
b. Flammable liquids with a flash point below 100 F.
c. Poisons, except as specified in Part 124.
d. Magnetic material shipped by air having sufficient magnetic field to cause a compass deviation at 15 feet or more. Magnetic material causing a compass deviation at less than 15 feet shall have the required magnetic equipment caution label affixed. This does not apply to magnetic material when surface transportation is assured. However, packages containing magnetic material with unconfined fields must be clearly identified on the wrapper of the package as *MAGNETIC—KEEP 15 FEET AWAY FROM NAVIGATIONAL EQUIPMENT* and may not be transmitted by registered mail.
e. Radioactive matter, except that authorized in Publication 6.
f. Explosives, including ammunition.

.162 Firearms are subject to the provisions of part 124:

a. To export firearms not specifically prohibited by footnote F of 126.2, a mailer must present an export license from the Office of Munitions Control, Department of State, Washington, DC 20520. See Publication 42, *International Mail*.
b. The following provisions govern the importation of firearms by military personnel by mail from overseas Military Post Offices in accordance with Revenue Ruling 69-309, Bureau of Alcohol, Tobacco, and Firearms:
   (1) Incident to a permanent change of duty or release from active duty, any member of the armed forces who has been stationed on active duty outside the United States for the preceding 60 days may, without an import permit, present up to 3 rifles or shotguns, mailable under 124.4, to the appropriate armed forces transportation officer to be forwarded to the member's residence as unaccompanied baggage officially shipped through the U.S. mail. Firearms imported in this manner must be intended for the member's personal use.
   (2) Any member of the armed forces who wishes to import more than 3 firearms, mailable under 124.4, must prepare ATF Form 6, *Application and Permit for Importation of Firearms*, and comply with DOD regulation 5030.49-R and other appropriate military directives.
   (3) The 3-firearm limitation does not apply to firearms, mailable under 124.4, for which the member of the armed forces has proof of prior ownership in the United States. The member may personally mail these other firearms back into the United States or any of its possessions if he can establish to the satisfaction of the U.S. Customs Service that he previously took the firearms out of the United States or any of its possessions.
   (4) Any member of the armed forces importing firearms under paragraphs (1), (2), or (3) of this subsection must prepare ATF Form 6A, *(Firearms) Release and Receipt*, under 27 CFR 178.114(b); and he or his authorized agent must furnish this form and associated certification to the customs officer releasing the firearms.

.163 Since military mail may be diverted to air transportation when space is available or when there is an absence of surface transportation,

restricted articles sent to overseas military addresses should meet the quantity, packaging, marking and labeling requirements of *Federal Aviation Regulations*, Volume VI, Part 103, and international air transportation tariffs for passenger carrying aircraft.

126.2 CONDITIONS PRESCRIBED BY THE DEFENSE DEPARTMENT APPLICABLE TO MAIL ADDRESSED TO CERTAIN MILITARY POST OFFICES OVERSEAS

Military post office number	See footnotes	Military post office number	See footnotes	Military post office number	See footnotes
09001	B-C-I	09040	A-B[1]-F-S	09077	B-C-D
09002	B-C-I	09045	B-C-D	09078	B-C-D
09007	B-C-D	09046	B-C-D	09079	B-C-D
09008	B-C-D	09047	B-C-D	09080	B-C-D
09009	B-C-D	09048	B*-C	09081	B-C-D
09010	B-C-D	09050	B-C-D	09082	B-C-D
09011	B-C-F[1]	09051	A-B[1]-F-S	09085	
09012	B-C-D	09052	B-C-D	09086	B-C-D
09017	B-E[2]-F-H[1]-R	09053	B-C-D	09088	B*
09019	B-C-I	09054	B-C-D	09090	B-C-D
09020	B[1]	09055	B*	09091	B-C-D
09021	B-C-D	09056	B-C-D	09093	B-C-D
09023		09057	B-C-D	09095	B-C-D
09025	B-C-D	09058	B-C-D	09098	B-C-D
09026	B-C-D	09059	B-C-D	09099	B-C-D
09028	B-C-D	09061	B-C-D	09102	B-C-D
09029	B-C-D	09066	B-C-D	09107	B-C-D
09030	I-N	09067	B-C-D	09108	B-C-D
09031	B-C-D	09068	B-C-D	09109	B-C-D
09033	B-C-D	09069	B-C-D	09111	B-C-D
09034	B-C-D	09070	B-C-D	09114	B-C-D
09035	B-C-D	09072	B-C-D	09117	A-B[1]-F-S
09036	B-C-D	09074	B-C-D	09118	A-B[1]-F-P-S
09038	B-E[2]-F-H[1]-R	09075	B*-C	09120	B*-C
09039	B-C-D	09076	B-C-D	09121	

See footnotes at end of table.

126.2 CONDITIONS PRESCRIBED BY THE DEFENSE DEPARTMENT APPLICABLE TO MAIL ADDRESSED TO CERTAIN MILITARY POST OFFICES OVERSEAS—Continued

Military post office number	See footnotes	Military post office number	See footnotes	Military post office number	See footnotes
09123	B-C-D	09166	B-C-D	09227	B-C-D
09127	B*-C	09168	B-C-I	09228	A-B
09128	B-C-D	09169	B-C-D	09230	A-B
09129	B*-C	09170	C-D-N	09232	B-C-I
09130	B-C-D	09171	B-C-D	09238	B*-C
09131	B-C-D	09172	B-C-D	09240	B-C-I
09132	B-C-D	09173	B-C-D	09241	B*-C
09133	A-B[1]-F-S	09175	B-C-D	09245	B-C-D
09137	B-C-D	09176	B-C-D	09252	B-C-D
09138	B-C-D	09177	B-C-D	09253	A
09140	B-C-D	09178	B-C-D	09254	A-B[1]-F-S
09141	B-C-D	09179	B*-C	09277	B-C-D
09142	B-C-D	09180	B-C-D	09281	B-C-D
09143	B-C-D	09184	B-C-D	09282	
09144	B-C-D	09185	B-C-D	09283	
09146	B-C-D	09189	B-C-D	09285	
09150	B*-C	09193	B*-C	09286	
09154	B-C-D	09194	B*-C	09289	A-B[1]-F-S
09155	A-B-T	09202	A-B-G	09291	A
09159	B-C-F[1]	09205	A-B	09292	B-C-F[1]
09160	B-C-D	09210	B*-C	09293	B-C-I
09162	B-C-D	09220	B-C-D	09294	A-B[1]-F-S
09164	B-C-D	09221	B-C-I	09305	B-C-D
09165	B-C-D	09223	A	09309	B-C-D
		09224	A-B[1]-F-S		

See footnotes at end of table.

126.2 CONDITIONS PRESCRIBED BY THE DEFENSE DEPARTMENT APPLICABLE TO MAIL ADDRESSED TO CERTAIN MILITARY POST OFFICES OVERSEAS—Continued

Military post office number	See footnotes	Military post office number	See footnotes	Military post office number	See footnotes
09320	A-B[1]-F-S	09452	B-C-D	09526	
09321	B-C-D	09453	B-C-I	09527	A-N
09322	B-C-D	09454	B-C-D	09528	A
09324	A-B[1]-F-S	09455	B-C-D	09530	A-B-C-F-M
09325	B-C-D	09457	B-C-D	09533	B-C-I[1]
09326	B-C-D	09458	B-C-D	09534	
09330	B-C-D	09460	B-C-D	09539	
09333	B-C-D	09501		09540	
09338	A-B-F-S	09502		09541	
09351	B-C-D	09505	O	09542	A-B-C-E
09352	B-C-D	09510	B*-C	09544	A-B-C-E
09353	B-C-D	09511	B*-C-J	09546	
09354	B-C-D	09512	B*-C-J	09549	
09355	B-C-D	09514	B*-C-J	09551	
09358	B-C-D	09515	B*-C-J	09552	
09359	B-C-D	09516	B*-C-J	09553	
09360	B-C-D	09518	B*-C-J	09554	
09370	B-C-D	09519	B*-C-J	09555	
09378	B*-C	09520	B-C-I	09556	
09380	A-B[1]-F-S	09521	B-C-I[1]	09558	
09401		09522	B-C-I[1]	09559	
09403	B-C-D	09523	B-C-I[1]	09560	
09405	B*-C	09524	B-C-I[1]	09571	C
09406		09525	A	09572	C
09407	B-C-D				
09411	B-C-D				
09451	B-C-D				

See footnotes at end of table.

126.2 CONDITIONS PRESCRIBED BY THE DEFENSE DEPARTMENT APPLICABLE TO MAIL ADDRESSED TO CERTAIN MILITARY POST OFFICES OVERSEAS—Continued

Military post office number	See footnotes	Military post office number	See footnotes	Military post office number	See footnotes
09580	B[1]	09696	B-C-D	09867	M
09584	B[1]	09697	B-E[2]-F-H[1]-R	09869	B-C-F-I-M-N
09585	B[1]	09701	B-C-D	09870	C-D-N
09593		09702	B-C-D	09871	B-I-L-M-N
09597		09710	B-C-D	09872	B-C-D
09598		09742	B-C-D	09879	H-I-M-N
09607	B*-C	09743	B-C-D	09880	A-B-F-N
09611	B-C-D	09751	B-C-D	09881	I-M
09616	B-E[2]-F-H[1]-R	09755	B*-C	09883	B-I-M-N
09633	B-C-D	09757	B-C-D	09885	M
09659	B*-C	09777	A-B-C-E	09887	B-D-F-I-M-N
09662		09794	B-C-I	09889	B-I-M-N
09664	N	09801	B-C-D	09891	B-M-N
09666	B-C-D	09807	B-C-D	09892	A-B-F
09667	B*	09825	B[1]	09893	C-F-H-I-M-N
09669	B-C-D	09826	B[1]	09895	B-I-M
09670	B-C-I	09827	B[1]	09897	I
09671	B-E[2]-F-H[1]-R	09829	B[1]	09899	B-I-M
09672		09832	B[1]	96208	A-B
09676	B-C-M	09834	B[1]	96209	A-B-H
09678	B-N	09837	B[1]	96210	A-B-M
09689	B-C-I	09851		96212	A-B
09690	A	09860	B-C-D	96213	A-B
09692	B-C-D	09862	N	96218	A-B
09693	A	09865	B-I-M	96220	A-B

See footnotes at end of table.

126.2 CONDITIONS PRESCRIBED BY THE DEFENSE DEPARTMENT APPLICABLE TO MAIL ADDRESSED TO CERTAIN MILITARY POST OFFICES OVERSEAS—Continued

Military post office number	See footnotes	Military post office number	See footnotes	Military post office number	See footnotes
96221	P	96302	A-B	96367	A-B-L-M
96224	A-B	96305		96369	A-B-H
96225		96311	F-K-L	96370	A-B
96230	A-B-L-M	96315	F-P-N	96371	A-B
96231	A-B	96319	F[1]	96397	A-B
96235	A-B-M	96323	A-B-M	96401	
96239	A-B-M	96324	A-B	96404	A-B-H
96244	A-B-M	96327	L	96405	A-B-H
96248	A-B-M	96328	A-B-M	96431	F-K
96251	A-B	96331	A-B-M	96432	F-K
96259	A-B	96333	M	96434	P
96263	F[1]	96334		96435	F[1]
96264	A-B	96335	A-B	96438	
96271	A-B	96336	A-B-M	96455	A-B
96274	F-K	96340	F[1]	96460	A-B
96276	A-B	96341		96468	F-N
96277	F-K	96343	A-B-M	96483	A-B
96282	F	96344	A-B-M	96488	A-B
96286	F-K-L	96346	F-N	96501	
96287	A-B-H	96351	P	96503	A-B-M
96290	F[1]	96356		96515	
96292	A-B-M	96358	A-B	96519	A-B-M
96298	F-K	96361	A-B-M	96528	F-K
96301	A-B	96366	A-B		

See footnotes at end of table.

126.2 CONDITIONS PRESCRIBED BY THE DEFENSE DEPARTMENT APPLICABLE TO MAIL ADDRESSED TO CERTAIN MILITARY POST OFFICES OVERSEAS—Continued

Military post office number	See footnotes	Military post office number	See footnotes	Military post office number	See footnotes
96545		96658	F-K	98747	
96553		96659	F	98748	
96555	M	96680	A-B-H-Q	98749	
96556		96685		98750	
96557		96690	B-H-M	98760	A-B-M
96558		96692		98761	A-B-M
96570	A-B	96699	A-F	98762	A-B-M
96571	A-B	98703		98763	A-B-M
96601		98704		98764	A-B-M
96602		98706		98765	A-B-M
96605	O	98709		98766	A-B-M
96610		98710		98767	A-B-M
96611		98711		98768	A-B-M
96612		98713		98769	A-B
96613		98715		98770	A-B-M
96614		98716		98771	
96615		98723		98772	A-B-M
96630		98731		98773	A-B-M
96637		98732		98774	
96650	F-K	98733		98775	
96651	F-K	98736		98776	
96652	F-K	98737		98777	
96654	F-K	98742		98778	A-B-M
96656	F-K	98745		98781	A-B-M
		98746		98782	A-B-M
				98783	

See footnotes at end of table.

126.2 CONDITIONS PRESCRIBED BY THE DEFENSE DEPARTMENT APPLICABLE TO MAIL ADDRESSED TO CERTAIN MILITARY POST OFFICES OVERSEAS—Continued

Military post office number	See footnotes	Military post office number	See footnotes	Military post office number	See footnotes
98784		98792		98796	
98785		98793		98797	
98786		98794		98798	
98790		98795		98799	
98791					

FOOTNOTES

A. No mail of any class may contain securities or currency. Precious metals in their raw, unmanufactured state are also prohibited. Official shipments are exempt from these restrictions.

B. Customs Declaration form required, except that prepaid mail from a contractor, addressed to a military organization for official use, NEED NOT bear Customs Declaration but must be endorsed "Contents For Official Use—Exempt from Customs Requirement. Official mail from Government agencies DOES NOT require customs declaration or exemption endorsement."

B¹. Two customs declarations required. One Form 2966–A and one Form 2966.

*Articles will be liable for customs duty and/or purchase tax unless they are bona fide gifts, personal use intended for military personnel or their dependents. When the contents of a parcel meet these requirements, the mailer should place a certificate similar to the following on the customs form under the heading—"Description of Contents" "Certified to be a bona fide gift, personal effects or items for personal use of military personnel and dependents thereto."

C. Cigarettes and other tobacco products prohibited.

D. Coffee prohibited.

E. Mail may not contain: 1. Medicines or vaccines not conforming to French laws. 2. Nonauthorized publications, reprints, and publications prohibited on account of their political character or immoral contents.

F. Mail of all classes may not contain firearms of any type. See definition of firearms in 124.4 Exception: Not applicable to firearms mailed to or by official U.S. government agencies.

F¹. No mail of any class may contain privately-owned weapons addressed to an individual.

G. Only first-class letters, second- and third-class mail authorized.

H. Meats, including preserved meats, whether hermetically sealed or not, are prohibited.

H¹. Pork and/or pork by-products prohibited.

(Continued)

(Continued)

I. Mail of all classes may not exceed the following dimensions:

Length	
42"	72" length and girth combined.
Over 42" to 44"	24" girth.
Over 44" to 46"	20" girth.
Over 46" to 48"	16" girth.

Maximum length 48".

[1] Provisions of this footnote are not applicable to registered mail.

[2] Provisions of this footnote are not applicable to official Government mail marked MOM.

J. Weight for other than registered mail is restricted to 50 pounds.

K. Mail which includes in the address the words "Dependent Mail Section" may consist only of letter mail, newspapers, magazines and books. No parcel of any class containing any other matter may be mailed to Dependent Mail Section. This footnote is not applicable if the address does not include the words "Dependent Mail Section."

L. All official mail prohibited.

M. Fruits, animals, and living plants are prohibited.

N. No registered mail accepted.

O. Personal mail addressed to vessels using this number is limited to unregistered first-class mail, and certified mail. Other classes of mail may not be accepted.

P. APO will be used for the receipt and dispatch of official mail only.

Q. Mail may not exceed 66 pounds and size is limited to 42 inches maximum length and 72 inches maximum length and girth combined.

R. All alcoholic beverages, including those mailable under part 124.81 are prohibited.

S. No parcels (merchandise) of any kind accepted.

T. Mailings of case lots of food and supplemental household shipments must be approved by the sender's parent agency prior to mailing.

Part 127

MAIL SENT VIA DEPARTMENT OF STATE TO U.S. FOREIGN SERVICE PERSONNEL ABROAD

127.1 WHO MAY USE

The facilities of the Department of State are available for sending unregistered and uninsured personal mail to authorized U.S. Foreign Service personnel stationed in other countries.

127.2 MAILING CONDITIONS

.21 ADDRESSING

The following form of address must be used:

Name
Foreign city (omit name of country)
Department of State
Washington, DC 20521

.22 CLASSES

Articles of all classes of domestic mail are acceptable.

.23 WEIGHT AND SIZE LIMITS

Domestic limits apply, including those in 135.3, except that *no package* may weigh more than 40 pounds or exceed 24 inches in length or 62 inches in length and girth combined.

.24 POSTAGE RATES

Postage must be paid at the applicable domestic rate for the classes of mail and type of service desired. (See 127.254.) The postage rates from the mailing office to Washington, D.C., apply to mail subject to zone rates.

.25 LIMITATIONS

.251 Airlift service from Washington, D.C., to destination will be provided only for communications in the form of letters, post cards, or tapes with recorded messages; for personal documents of value, such as deeds, wills, insurance policies, or titles; and for emergency supplies of prescription medicines or other urgently needed health items, such as prescription eyeglasses, hearing aids, orthopedic shoes, or dentures. Senders must mark the cover or wrapper to indicate the nature of the contents. For rapid transmission of other personal packages, senders must use the regular international air service, affixing customs declarations and addressing directly to the recipient in the foreign country. (See Publication 42, *International Mail*.)

.252 The Department of State prohibits tobacco products (except to selected foreign service posts), liquids, perishables, firearms, glass, and other fragile articles, as well as parcels intended for delivery to a third person.

.253 Packages must be securely and substantially packed. International postal forms (customs declarations, stickers, etc.) are not required on packages sent through Department of State facilities.

.254 Registration, insurance, and COD services are not available.

Subchapter 130 MAIL CLASSIFICATION AND RATES

Part 131

FIRST CLASS

131.1 RATES

.11 SINGLE PIECE RATES

The single piece rates are applied to each letter or piece of first-class mail according to its weight.

Kind of Mail	Rate
All first-class mail weighing 13 ounces or less except postal and post cards. See 136.12 for rates on first-class mail weighing more than 13 ounces.	13¢ for the first ounce or fraction of an ounce, 11¢ for each additional ounce or fraction of an ounce.
Single postal cards sold by the post office (see 141.13)	9¢ each.
Double postal cards sold by the post office (see 141.13)	18¢ (9¢ each portion).
Single post cards (see 131.222)	9¢ each.
Double post cards (see 131.222) (Reply portion of double post card does not have to bear postage when originally mailed.)	18¢ (9¢ each portion).
Presort rate (see 131.12)	The applicable first-class rate, less 1¢ per piece.
Business Reply: When the advance deposit trust account option is *not* used	The appropriate first-class postage; plus a surcharge of 12c per piece.
When the advance deposit trust account option is used	The appropriate first-class postage; plus a surcharge of 3.5c per piece.

.12 BULK PRESORT RATE

.121 *Identical Pieces*

The bulk presort rate is equal to the applicable single piece first-class rate, less one cent for each piece that is part of a group of ten or more pieces sorted to the same five-digit ZIP Code, or of a group of fifty or more pieces sorted to the same three-digit ZIP Code, when they are presented at one post office as part of a single mailing of not less than 500 pieces of first-class mail of identical size and weight, each weighing 13 ounces or less. All pieces must be individually addressed and sorted to the maximum extent; i.e., all five-digit sorts in groups of ten or more must be exhausted before proceeding to make up all three-digit sorts in groups of fifty or more. Full first-class postage must be paid on the residue not sorted to groups of 5- or 3-ZIP Code digits as described above. The mailing must be presented at a place and between the hours designated by the postmaster and must comply with the preparation

requirements in 131.5. Deposit of metered presort rate mail at other than these designated places will be considered misuse of a postage meter and grounds for revocation of the meter license in accordance with 144.23. Cards subject to sortation requirements of 131.224 are eligible for the presort rate if they meet all requirements for the rate.

.122 *Nonidentical Pieces*

a. Metered. Pieces of first-class metered mail which are nonidentical in size and weight may be mailed at presort rates providing all other requirements contained in 131.121 and 131.5 are met.
b. Mailings of nonidentical pieces with permit imprints may only be made under the provisions of 145.8 or 145.9.

.13 NONSTANDARD SURCHARGE

There is currently no surcharge for nonstandard mail as defined in 131.34. However, it is anticipated that such a surcharge will be imposed sometime in calendar year 1978.

131.2 CLASSIFICATION

.21 DESCRIPTION

.211 First-class mail receives expeditious handling and transportation and consists of mailable:

a. Postal cards.
b. Post cards.
c. Matter wholly or partially in writing or typewriting, except authorized additions to second-, third-, and fourth-class mail provided by 132.471, 132.472, 134.6 and 135.5, and written or typewritten matter listed in 135.24 and 135.26.
d. Matter closed against postal inspection.
e. Bills and statements of account.

.212 Examples of first-class matter:

a. Handwritten or typewritten matter, including identical copies prepared by automatic typewriter, and manifold or carbon copies of such matter. Handwritten or typewritten matter does not include matter produced by computers.
b. Autograph albums containing writing.
c. Notebooks or blank books containing written or typewritten entries or stenographic or shorthand notes.
d. Blank printed forms filled out in writing, such as notices, certificates, and checks either canceled or uncanceled.
e. Printed price lists containing written figures changing individual items.
f. Printed cards or letters bearing a written date, where the date is not the date of the card but gives information as to when something will occur or has occurred.
g. Printed matter such as receipts, orders and printed letters not sent in identical terms to several persons that, by having a signature attached, are converted into personal communications. This does not apply to Christmas or similar printed greeting cards.

.213 Two or more individuals or firms, or a party acting as the agent of two or more individuals or firms, may not mail in one envelope to a mutual addressee the bills, statements of account, or other letters of the individuals or firms, unless the envelope is endorsed on the address side to show the number and weight of each letter enclosed and sufficient postage is paid at the

first-class rate on each such letter. Firms that are distinct legal entities are treated as separate firms for purposes of this regulation, regardless of their affiliation.

.214 An individual or firm may mail in one envelope more than one of its own letters to an addressee and pay postage at the first-class rate on the weight of the piece. Agents of a licensing authority may forward completed applications in one envelope to an office of the licensing authority and pay postage at the first-class rate on the weight of the piece.

.215 The following provisions are applicable to matter closed against postal inspection:

a. The Postmaster General may prescribe the manner of wrapping and securing mail not charged with first-class postage so that the contents of the mail may be easily examined. He shall charge the first-class rate of postage on all matter that cannot be examined easily.

b. To ascertain whether the proper rate of postage has been paid, postmasters may examine second-class mail and remove the wrappers and envelopes from other mail not bearing first-class postage if it can be done without destroying them.

c. Matter closed against inspection includes mail of any class so wrapped as not to be easily examined, except second-, third-, or fourth-class matter sealed subject to postal inspection. See 125.25, 134.8, and 135.6.

.216 The following is a description of bills and statements of account:

a. A bill is a request for payment of a definite sum of money claimed to be owing by the addressee either to the sender or to a third party. The mere assertion of an indebtedness in a definite sum combined with a demand for payment is sufficient to make the message a bill.

b. Generally, a statement of account is the assertion of the existence of a debt in a definite amount owed by the addressee either to the sender or to a third party but which does not necessarily contain a request or a demand for payment. The amount may be immediately due or may become due after a certain time or upon demand or billing at a later date.

c. A bill or statement of account must present the particulars of an indebtedness with sufficient definiteness to inform the debtor of the amount he is required to pay to acquit himself of the debt. However, neither a bill nor a statement of account need state the precise amount if it contains sufficient information to enable the debtor to determine the exact amount of the claim asserted.

d. A bill or statement of account is not the less a bill or statement of account merely because the amount claimed is not in fact owing or may not be legally collectible.

.217 *Presorted First-Class Mail*

Presorted first-class mail is mail presented in a manner that preserves the orientation, facing, and ZIP Code sequence of the pieces.

.22 POSTAL AND POST CARDS

.221 *Postal Cards*

A postal card is a card supplied by the Postal Service with a postage stamp printed or impressed on it, for the transmission of messages. A double postal card consists of two attached cards, each of which has printed or impressed thereon a postage stamp of the first-class rate for postal cards denomination, and one of which may be detached by the receiver and returned by mail as a reply.

.233 *Postage and Fees*

a. An annual fee of $30 will be charged each calendar year for each permit issued. The $30 permit fee is applicable at each office where mail will be returned except that if the business reply is to be distributed from a central office for return to branches or dealers in other cities, one permit obtained from the post office where the central office is located may be used to cover all the business reply mail of the distributor, if the holder provides a copy of the receipt to each office where mail is to be returned under that permit. The permit holder guarantees payment of postage and fees on any returns refused by such branches or dealers.

b. *Third party* business reply mail arrangements, whereby business reply pieces are distributed by a company, under its own permit and with its own indicia, for use by another party which is neither a branch nor a dealer of the distributor, are permissible provided:

(1) The holder of the permit number appearing on the mail guarantees payment of postage and fees for all business reply pieces which he distributes;

(2) The holder of the permit number appearing on the piece pays the annual business reply permit fee; and

(3) The addressee to whom the piece is returned obtains its own business reply permit and itself pays the annual business reply permit fee and, if desired, the annual business reply accounting fee.

c. Permit holders will have the option of keeping a Business Reply Mail (BRM) advance deposit trust account at the post office, or paying postage due charges to the carrier upon delivery. A $75 accounting fee will be charged for each BRM advance deposit trust account at each post office where the mail is to be returned. This fee will be paid each calendar year or portion thereof. No accounting fee will be charged to customers who do not maintain an advance deposit. The business reply advance deposit trust account will be used only for payment of business reply postage and fees.

d. When payment is by BRM advance deposit trust account as provided for in 131.233b, the amount to be collected is the appropriate first-class, or priority postage plus a surcharge of 3.5 cents per piece.

e. Business reply mail addressed to several different firms at the same delivery unit may be delivered to *one* agent under one advance deposit trust account. The business reply mail for each firm participating in such arrangements must be covered under a valid business reply permit. Only one billing is to be provided by the Postal Service for each business reply advance deposit trust account. If the agent, or any of the firms participating in such arrangements desire separation of their charges, a separate trust account and accounting fee are required.

f. When payment is not by use of an advance deposit trust account, postage is collected on each piece of business reply mail at the time it is delivered. Postage due stamps for the amount due will be affixed to the mail or to Form 3582-A, *Postage Due Bill.* The stamps will be canceled and delivered to the addressee with the mail when he pays the amount due. Business reply mail will not be mixed with other mail in direct packages or sacks for individuals or concerns. See 131.233 for amount to be collected which may not include fees for any special services.

g. When no BRM advance deposit trust account is maintained, the amount to be collected is the appropriate first-class, or priority postage, plus a surcharge of 12 cents per piece. Payment at the 12-cent rate may be paid in cash or through a regular postage due account.

h. Cards which do not conform to the specifications contained in 131.222 are to be charged postage at the regular first-class rate, and *not* at the card rate.

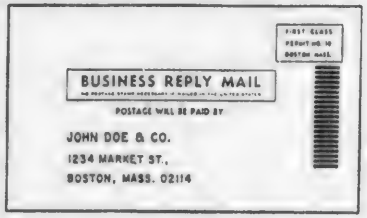
.234 *Piece Count for Bulk Quantities*

The piece count for bulk quantities of business reply mail pieces of identical weight may be determined as prescribed in 145.573.

.235 *Form of Imprint and Address*

Any photographic, mechanical, or electronic process, or any combination of such processes, other than handwriting, typewriting, or handstamping, may be used to prepare the address side of business reply cards, envelopes, cartons, or labels. The address side must be prepared both as to style and content in one of the following forms without the addition of any matter other than a return address (see 141.114g for business reply window envelope requirements):

a. *Alternate Style and Content for Domestic Mail*



b. *Alternate Style and Content for Domestic Mail*

.236 *Form of Imprint and Address*

Business reply cards, envelopes, cartons, and labels may be distributed:

a. In any quantity for return to any post office in the United States and its Territories and possessions, including military post offices overseas; except in the Canal Zone, where they may not be returned without prepayment of postage. They should not be sent to any foreign country.
b. In any manner except by depositing in receptacles provided by customers for receipt of mail.

.237 *Responsibility of Distributor*

The distributor guarantees payment on delivery of postage on returned business reply mail. Any concern distributing business reply cards, envelopes, cartons, or labels under one permit for return to its branches or dealers guarantees to pay postage on any returns refused by any authorized addressees.

131.3 WEIGHT AND SIZE LIMITS

.31 WEIGHT

Each piece may weigh not more than 70 pounds.

.32 SIZE

Each piece may measure not to exceed 100 inches in length and girth combined. See 135.32 for instructions on how to measure.

.33 SHAPE, RATIO, AND SEALING FOR ENVELOPES, CARDS, AND SELF-MAILERS

The following standards apply to envelopes, cards, and self-mailers having postage paid thereon at the first-class postage rate:

a. Pieces less than 3 inches in width (height) or 4¼ inches in length are nonmailable.
b. Pieces having shapes other than rectangular are nonmailable.
c. Pieces having a ratio of width (height) to length between 1 to 1.3 and 1 to 2.5 are recommended.
d. Pieces not sealed or secured on all four edges so that they may be handled by machines are not recommended.
e. Cards having a thickness of less than 0.006 of an inch are nonmailable.

.34 NONSTANDARD FIRST-CLASS MAIL

.341 First-class mail weighing one ounce or less is nonstandard unless it meets the following size standards:
a. Length not greater than 11.5 inches, and
b. Height not greater than 6.125 inches, and
c. Thickness not greater than .25 inch, and
d. An aspect ratio (ratio of height to length) between 1:1.3 and 1:2.5 inclusive.

.342 Nonstandard mail often results in delays or damage to mail because it does not lend itself to machine processing. For this reason, mailers are encouraged to avoid mailing nonstandard first-class mail. It is anticipated that a surcharge will be imposed sometime in calendar year 1978 for nonstandard first-class mail.

131.4 PAYMENT OF POSTAGE

.41 SINGLE PIECE RATE

Mailers of first-class matter at single piece rate may pay postage by adhesive stamps, stamped envelopes and postal cards, meter stamps, and permit imprints.

.42 BULK RATE

.421 Mailings made at presort rates must be paid only by meter stamps or permit imprints. Except as provided in 131.422, metered postage must be for the first-class presort rate for qualifying pieces and the full first-class rate for residual pieces.

.422 For mailings paid by metered postage, the entire presorted mailing may be metered at the lower presort rate, if the entire mailing consists of pieces of identical size and weight. The additional postage for residual pieces for which the full single-piece rate is required is to be paid by means of a meter strip affixed to the back of Form 3602-PC, *Statement of Mailing, Bulk Rates.*

.423 When this form of payment is used, acceptance employees must verify the count of the residual pieces and ensure that the postage value of the meter strip equals the number of residual pieces *times* the difference between the full rate and the lower presort rate.

.43 ANNUAL FEE

A first-class presort mailing fee of $30 must be paid once each calendar year at each office of mailing by or for any person who mails first-class or airmail matter at presort rates. Any person who engages a business concern or another individual to mail for him must pay the $30 fee. This fee is separate from the fee that must be paid for a permit to mail under the permit imprint system (145.1).

131.5 PREPARATION OF PRESORT RATE MAIL

.51 ADDRESSES

The address on each piece must include the ZIP Code (or carrier route code if presorted directly to carriers).

.52 MARKINGS REQUIRED

Identifying words *PRESORTED FIRST-CLASS* must be incorporated as part of the permit imprint or be printed or rubber stamped by the mailer on each piece above the address and immediately below or to the left of the meter stamps or permit imprints. The marking may be printed by a postage meter, special slug, or *ad plate*. All pieces in the mailing including residual pieces not qualifying for the lower presort rate must be so marked.

.53 MAILING STATEMENT

Mailers who qualify for the first-class presort rate (see 131.121) must complete and submit a mailing statement with each mailing. The statement must be signed by the mailer or his authorized agent:

a. Form 3602, *Statement of Mailing - Permit Imprint*, for mail with permit imprints. If editions of the form earlier than December 1975 are used, two forms must be used: one for those qualifying for the lower presort rate, and one for those which do not. The form for those qualifying for the lower presort rate *must* be marked *PRESORT RATE* across the top of the form, and should only list the items which qualify for the lower presort rate. The form for the non-qualifying pieces *must* be marked *Presort Residual* across the top of the form and should only list the items which do not qualify for the lower presort rate.

b. Form 3602-PC, *Mailing Statement - Bulk Rates*, for mail bearing meter stamps. The blocks for weight of a single piece, number of pieces in a pound, and postage chargeable per piece need not be completed on Forms 3602-PC for presorted first-class mail. If editions of the form earlier than May 1976 are used, two forms must be used: one for those qualifying for the lower presort rate, and one for those which do not. The form for the qualifying pieces *must* be marked

d. *State Trays*

It is recommended, but not required, that packages remaining after traying, in accordance with 131.545a(2), b(2), and c(2), be prepared in state trays. A state pouch label in the following format must be firmly affixed to the end of the tray:

DIS CHICAGO IL 606
IL FCM PRESORTED
FR RECORD CHICAGO IL

e. *Mixed States Trays*

Packages remaining after traying in accordance with 131.454a(2), b(2), c(2) and d, must be prepared in *Mixed States* trays. A mixed states pouch label in the following format must be firmly affixed to the end of the tray:

DIS CHICAGO IL 606
MIXED STATES FCM PRESORTED
FR RECORD CHICAGO IL

f. *Residual Mail*

(1) Pieces remaining after bundles have been prepared into packages in accordance with 131.545a through e, are residual mail and are ineligible for the lower presort rate. Packages of residual mail must be placed in trays in such a way as to maintain the orientation and the ZIP Code sequence of the presort. Trays containing residual mail are not to bear a pouch label. The mail must be presented together with the lower-rated portion of a mailing, but must be clearly segregated therefrom to facilitate verification of the quantities of both the lower rated and residual pieces.

(2) In order to speed processing of the mail, it is recommended, but not required, that the mailer prepare state packages when there are 10 or more pieces to the same state. Orange label 8 must be affixed to the lower left corner of the address side of the top piece in each package.

g. *Exceptions to Bundling*

(1) The bundling requirements for presorted mail left over after filling full trays described in *d* through *e* may be waived when the use of separating tabs is approved by the local postmaster.

(2) The local postmaster may also waive the bundling requirements for loose-packed presorted flat mail sorted to one five-digit ZIP Code destination, when there is enough quantity to fill a number 3 sack. The flats must measure not less than approximately 8 inches high by 10 inches long.

131.6 PRESORT VERIFICATION

.61 Procedure

A designated employee in the weighing section, or other location where bulk mailings are accepted, shall verify that each mailing made at the presort rate is properly made up and presorted and qualifies for the presort rate. This is in addition to the postage computation verification performed for permit imprint mailings in accordance with 145.57. The designated employee must:

a. Verify that each mailing consist of at least 500 presorted pieces.

b. For each 10 trays or fraction thereof in a mailing:

(1) Select 2 trays of five-digit makeup and randomly withdraw and inspect by riffling 3 handfuls (about 120 letters) from each of the 2 trays to

determine whether the tray contains letters bearing other than the five-digit ZIP Code as shown on the tray label. If a discrepancy of 10 or more pieces is found, the mailing is disqualified.

(2) Select 2 trays of three-digit makeup and follow the procedures in (1).

(3) For the trays in (1) and (2), check if the proper labels are attached. If one improper label is found, check a total of ten trays. More than one improper label in ten trays is considered disqualifying.

(4) Check one tray of bundled mail to determine if the proper color-coded pressure sensitive package label is used on packages. If a wrong label is encountered, check a total of ten packages. More than one occurrence in ten packages is considered disqualifying.

(5) Check two packages to see if all pieces are in the proper bundles. If any improper bundling is detected, a total of five packages is to be checked. If more than four such improper pieces are in the five packages, the mailing is disqualified.

c. Riffle through one tray of residual mail to verify that it is in ZIP Code sequence. More than ten out of sequence in a tray is considered disqualifying.

d. If a mailing is disqualified, the next mailing by the customer at presort rates shall have twice the amount of pieces checked as called for above. In addition, one-fifth of the customer's mailings over the next six months shall receive such intensified checks.

e. For permit imprint mailings, verify that the quantity of lower rated *presorted* mail agrees with Form 3602. This is done by weighing the presorted mail and dividing the weight by the weight of a single piece.

f. For permit imprint mailings, verify that the quantity of *residual* mail agrees with Form 3602. This is done by weighing the residual mail and dividing the weight by the weight of a single piece.

g. Return permit imprint mailings to the mailer for corrective action or apply full rates as prescribed in 131.62 when the mailing does not qualify for the presort rate.

h. For metered mailings select a sample of ten pieces of the mailing at random. Each piece of the sample is to be weighed and verified for proper payment of postage and the correct date. Based on the results of the ten pieces checked use the following procedures for disposition of the mailing:

(1) If none of the pieces checked is short paid no further checks are necessary for proper payment of postage.

(2) If three or more of the pieces checked are short paid the mailing is to be rejected.

(3) If one or two of the pieces checked are short paid a second sample of forty pieces is to be made. Each piece of the second sample is to be weighed and verified for proper payment of postage.

(4) If a total of three or more pieces from both samples are found to be short paid or bear the wrong date the mailing is to be rejected.

(5) The mailing and Form 3602-PC, *Mailing Statement-Bulk Rates*, shall be returned to the mailer for corrective action when three or more pieces are found with insufficient postage or incorrect dates, or when the mailing does not qualify for the presort rate (see 131.62).

i. Mailers who elect to correct presort problems that result in disqualification of the mailing will generally be unable to return metered mail to the acceptance unit on the same day originally presented. The date in the meter stamp will thus reflect an incorrect mailing date. If the mailing is presented on the day immediately following its initial presentation and if it then

meets all other acceptance requirements, accept the mailing on a one-time only basis when:

(1) Its initial presort deficiencies resulted from mailing equipment problems beyond the mailer's control, or

(2) It is the customer's first mailing at the presort rate and the improper presort resulted from misinformation or misunderstanding of the presort requirements.

.62 ACCEPTANCE OF UNQUALIFIED METERED OR PERMIT IMPRINT MAILING AT SINGLE PIECE RATES

When the verification prescribed by 131.61 reveals a disqualification for the presort rate on a mailing, the mailer may elect to pay the single piece first-class rate in lieu of correcting the disqualification. Mailers may correct the Form 3602 or Form 3602-PC for unqualified mailings to indicate postage is to be paid at single piece first-class rates in 131.11. All other provisions of Part 145 are applicable to such mailings. Mailers of unqualified metered mailings must pay the difference in cash at the window and present their copy of the cash receipt at the acceptance point before the mail can be released for processing.

131.7 MAIL SENT BY MEMBERS OF THE U.S. ARMED FORCES

.71 LETTERS SENT POSTAGE COLLECT

Letters sent by soldiers, sailors, airmen, and marines in the United States military service located in the United States or other places where United States domestic mail service operates, addressed to places in the United States, may be dispatched for collection on delivery, under the following conditions:

a. The address side of the letter must be marked *Soldier's Letter, Airman's Letter, Sailor's Letter*, or *Marine's Letter*, as appropriate.

b. Under the marking, the letter must bear the signature and official designation, either with facsimile handstamp or in writing, of a commissioned officer to whose command the soldier or airman belongs, or of a surgeon or chaplain at a hospital where he is; and in the Navy and Marine service, of a commissioned officer attached to the vessel on which the member is serving or an officer commanding a hospital or detachment ashore where he is.

c. Postage, at single rate for each ounce or fraction, is collected on delivery.

.72 LETTERS SENT FREE

.721 Any personal letter mail, including post cards, in the usual and generally accepted form, and sound-recorded communications having the character of personal correspondence may be mailed free of postage under the following conditions:

a. When mailed by:

(1) Any member of the U.S. Armed Forces (Army, Navy, Air Force, Marine Corps, and Coast Guard) at any U.S. military post office in Vietnam and contiguous waters, as defined by regulations of the Department of Defense.

(2) Any member of the U.S. Armed Forces hospitalized in a facility under the jurisdiction of the Armed Forces of the United States as the result of disease or injury incurred as a result of military service or operations in Vietnam and contiguous waters, and air space thereover.

b. When mailed to:
   (1) Any place within the United States, including Puerto Rico or any other possession of the United States, where the domestic mail service operates.
   (2) Any Army and Air Force or Navy post office.
c. When such mail bears:
   (1) In the upper right corner of the address side, in the handwriting of the sender, the word *FREE*, and
   (2) In the upper left corner of the address side the name of the sender, his service number, grade, and complete military address.

.722 Letter mail, post cards, and sound-recorded communications sent free under the conditions in 131.721 will be afforded transportation by air or other means which will give the earliest possible delivery to the addressee. This mail may not be registered, insured, or certified. It may be accepted as special delivery mail upon payment of the required fee.

131.8 SHIP LETTERS

.81 VESSELS NOT REGULAR MAIL CARRIERS

Letters for delivery in the United States, carried by vessels not regularly employed in carrying the mail, are charged double rate of postage to cover the fee paid to the vessel. The postage may be collected at the office of delivery or prepaid with United States postage stamps.

.82 VESSELS OPERATING OVER POST ROAD

Letters and packages carried from one port to another in the United States over a water route that is wholly a post road by law, in a private ship or vessel, are charged single rate of postage. If part of the water route is not a post road, double rates of postage are charged.

.83 DELIVERY BY THE MASTER OF A VESSEL

Wholly unpaid printed matter delivered to the post office by the master of a vessel arriving from a foreign port and not regularly engaged in carrying mail, is charged with double the third-class rate of domestic postage, to be collected on delivery, and dispatched to its destination.

Part 132

SECOND CLASS

132.1 RATES

.11 RATES CHARGED ON COPIES FOR DELIVERY WITHIN THE COUNTY WHERE PUBLISHED AND ENTERED AND FOR DELIVERY AT POST OFFICE WHERE PUBLISHERS' HEADQUARTERS OR GENERAL BUSINESS OFFICES ARE LOCATED

.111 *When Mailed at Office of Original Entry*

a. For delivery of publications *other than weeklies* at office of original entry by its letter carriers. b. For delivery of publications *other than weeklies* by the letter carriers at a different post office than the office of original entry within the delivery limits of which the headquarters or general business office of the publisher is located (except that the pound rates from the office of mailing apply if they are higher).	Publications issued more frequently than weekly: 1.8c per copy. Publications issued less frequently than weekly: Copies weighing 2 ounces or less: 1.8c per copy. Copies weighing more than 2 ounces: 2.9c per copy.
c. For delivery of *weekly* publications to addressees *residing within* the county where published from all offices within or without the county *including the office of original entry*. d. For delivery of all publications, of whatever frequency, through post office boxes or general delivery, and for delivery by rural or star route carriers, *at an office of original entry* which *has* letter carrier service. e. For delivery of all publications, of whatever frequency, by whatever services are provided, *at an office of original entry* which *does not have* letter carrier service. f. For delivery of all publications, of whatever frequency, to addressees *residing within* the county where published, from all offices within or without the county, *other than the office of original entry*.	2.1c (two and one tenths cents) per pound or fraction of a pound plus 0.7c (seven-tenths of a cent) per piece charge.

.112 *When Mailed at Office of Additional Entry*

a. The per copy rates in 132.111 a or b, for publications *other than weekly*, apply to copies mailed at additional entry offices and addressed for delivery either at the office of original entry or at the publisher's headquarters office, when postage at these rates is higher than the postage computed at the rates in 132.12.
b. The charges prescribed by 132.111 c, d, e, and f also apply to copies of publications, of whatever frequency, mailed at an office of additional entry *located within* the county where published and entered, to addressees *residing within* the county, for delivery at all offices within or without the county, including the office of additional entry, by whatever delivery services are provided.

.113 *Independent Cities*

Each publication having original entry at an incorporated city which is situated entirely within a county or which is situated contiguous to one or more counties in the same State, but which is politically independent of such county or counties, shall be considered to be within and a part of the county with which it is principally contiguous and copies mailed into that county are chargeable with postage at the rates in 132.111. Where more than one county is involved, the publisher will select the principal county and notify the postmaster.

.12 RATES CHARGED ON COPIES FOR DELIVERY OUTSIDE THE COUNTY WHERE PUBLISHED AND ENTERED, AND ON COPIES MAILED AT AN OFFICE OF ADDITIONAL ENTRY *LOCATED OUTSIDE THE COUNTY* WHERE PUBLISHED AND ENTERED (Publishers authorized to mail publications at the postage rates in 132.121 must submit an annual written request for authority to mail matter at the phased rates of postage provided pursuant to 39 U.S.C. 3626. A block for this purpose is provided on Form 3526, *Statement of Ownership, Management and Circulation*, for the editor, publisher, business manager or owner to sign in order to comply with this requirement. Failure to sign the appropriate block will subject the publication to the full rates.)

.121 *All Publications, Except Those Accepted at the Special Rate (132.122), Classroom Rate (132.123), or Science of Agriculture Rate (132.124)*

All publications are subject to the charges in both a and b.

a. Rates in cents per pound or fraction of a pound:

Nonadvertising portion	8.0		
Advertising portion:		Advertising portion: (Cont.)	
Zones 1 and 2	10.7	Zone 5	14.9
Zone 3	11.5	Zone 6	16.9
Zone 4	13.0	Zone 7	18.7
		Zone 8	20.9

b. Per piece charge (cents):

(1) All publications except those provided for in (2)	2.8
(2) Publications mailing less than 5,000 copies per issue outside the county of publication	0.9

.122 *Special Rate Publications*

All publications are subject to the charges in both a and b.

a. Rates in cents per pound or fraction of a pound:

Nonadvertising portion	4.2		
Advertising portion:		Advertising portion: (Cont.)	
Zones 1 and 2	6.7	Zone 5	10.5
Zone 3	7.4	Zone 6	11.7
Zone 4	8.9	Zone 7	12.6
		Zone 8	13.5

b. Per piece charge (cents): 1.1

c. The zone rates in 132.122a are applicable to issues in which the advertising portion exceeds ten percent. Issues containing ten percent or less advertising shall be computed at the nonadvertising rate in 132.122a.

d. The rates in 132.122a, b, and c, apply only to publications issued by and in the interest of the following organizations and associations (see 134.5 for definitions of organizations listed in a–h) not organized for profit and none of the net income of which benefits any private stockholder or individual, when specially authorized by the Postal Service: (see 132.33a)

(1) Religious
(2) Educational
(3) Scientific
(4) Philanthropic
(5) Agricultural
(6) Labor
(7) Veterans
(8) Fraternal

(9) Association of rural electric cooperatives
(10) The official highway or development agency of a State (LIMITED TO ONE PUBLICATION THAT MEETS ALL THE REQUIREMENTS OF 132.22 and that contains no advertising.)
(11) Program announcements or guides published by an educational radio or television agency of a State or political subdivision thereof or by a nonprofit education radio or television station.
(12) One conservation publication published by an agency of a State which is responsible for management and conservation of the fish or wildlife resources of such State.

.123 *Classroom Publications*

(Religious, educational, or scientific publications designed specifically for use in school classrooms or in religious instruction classes.) All publications are subject to the charges in both a and b.

a. Rates in cents per pound or fraction of a pound:

Nonadvertising portion	3.3		
Advertising portion:		Advertising portion: (Cont.)	
Zones 1 and 2	4.2	Zone 5	7.8
Zone 3	4.9	Zone 6	9.8
Zone 4	6.1	Zone 7	11.1
		Zone 8	12.9

b. Per piece charge (cents): 0.3

.124 *Science of Agriculture Publications*

The rates in 132.121 a and b apply to publications devoted to promoting the science of agriculture. Exception: When the total number of copies furnished during any 12-month period to subscribers residing in rural areas consists of at least 70 percent of the total number of copies distributed by any means for any purpose, the rate for zones 1 and 2, for the advertising portion, is 6.7 cents per pound.

.13 TRANSIENT RATE

Copies mailed by public.
Sample copies in excess of 10 percent allowance.
Copies to persons not included in list of subscribers.

10¢ for first 2 ounces; 4¢ each additional ounce or fraction thereof, or the fourth-class rate, whichever is lower.

.14 SECOND-CLASS RATES TO OTHER COUNTRIES

See Publication 42, *International Mail*.

.15 COMPUTATION OF POSTAGE CHARGES

The pound rates for both within (132.111a) and outside (132.121a) the county of publication are computed on the bulk weight of a mailing. The charge per piece for both within (132.111b) and outside (132.121b) the county of publication is computed on individually addressed pieces consisting either of single copies or packages containing unaddressed copies. When two or more unaddressed copies are mailed in a package, the package is considered as one piece. The per piece charge is applicable to all pound rate mailings.

.16 WEIGHT LIMITS

There is no limit of weight for second-class mail to domestic destinations. See Publication 42, *International Mail*, for weight limits to other countries.

.17 WHO PAYS

Postage at the transient rate must be paid on all copies mailed by the general public. Only publishers and registered news agents may mail at the other second-class rates.

132.2 QUALIFICATIONS FOR SECOND-CLASS PRIVILEGES

.21 WHAT MAY QUALIFY

.211 *Mailable Publications*

Only newspapers and other periodical publications which meet the mailability criteria established in Part 123 may be mailed at the second-class rates. However, in view of *Blount v. Rizzi*, 400 U.S. 410 (1971), approval of an application does not represent a determination by the Postal Service that a publication is mailable pursuant to 39 U.S.C., section 3001(a), 18 U.S.C., section 1461 and section 1463. The term *periodical publications* includes:

a. Any catalog or other course listing, including mail announcements of legal texts which are part of post-bar admission education issued by any institution of higher education or by a nonprofit organization engaged in continuing legal education.
b. Any looseleaf page or report (including any index, instruction for filing, table, or sectional identifier which is an integral part of such report) which is designed as part of a looseleaf reporting service concerning developments in the law or public policy.

.212 *With or Without General Advertising*

All publications that meet the basic qualifications explained in 132.22 may carry general advertising. The publications of the institutions and societies specifically named in 132.23 must meet all the basic qualifications except the requirement of a paid subscription list. They are excused from having a paid list only when they do not carry general advertising. Those that carry general advertising must have a paid list.

.22 BASIC QUALIFICATIONS

.221 *Regular Issuance*

Publishers must determine the number of issues they will publish each year and adopt a statement of frequency that will show at what regular intervals the issues will appear. Examples of statements of frequency are:

Daily	Semimonthly	Quarterly
Weekly	Semiweekly	Four times a year in January, February, October, and November
Monthly	Biweekly	
Monthly except during July and August	Weekly during school year	

A publication may not be published under a frequency that provides for less than four issues each year. Issues must be published regularly as called for by the statement of frequency. Publishers may change the number of issues scheduled and adopt a new statement of frequency by filing an application for second-class reentry. (See 132.34.) When a publication fails to maintain regular issuance according to its stated frequency, the postmaster will inform the publisher of the requirements and request compliance. If irregular issuance continues, or if the publication is discontinued, the postmaster will report all the facts, including publisher's current mailing address, to the Office of Mail Classification for determination as to whether proceedings should be instituted to revoke second-class mail privilege. See 132.8.

.222 *Issuance at Known Office*

Publications must be issued and mailed at a known office of publication. A known office of publication is a public office where the business of the publication is transacted during the usual business hours. The office must be maintained at the place where the publication has been granted original second-class mail privileges. Offices for the transaction of business may be maintained at more than one place, but mailings may be accepted at the second-class pound rates only at the post offices where original or additional mail privileges have been authorized.

.25 IDENTIFICATION STATEMENTS IN COPIES

Copies of publications must be identified as second-class mail by having the following items printed on one of the first five pages in a position where they may be easily located by postal employees and other interested persons:

a. *Name of publication.* The name of the publication must be shown on the front in a position and in a style and size of type that will make it clearly distinguishable from the name of the publisher or other items on the front.
b. *Date of issue.*
c. *Statement of frequency.*
d. *Issue number.* The copies of each issue must be numbered consecutively. The consecutive numbering of published issues may not be broken by assigning numbers to issues unavoidably omitted.
e. *Subscription price,* if the publication has one.
f. *Name of known office of publication and ZIP Code,* including street and number when there is letter-carrier service, must be printed in a position or in a style and size of type or with a designation that will make it clearly distinguishable from the names of other offices of the publication. When there is no post office at the place where published, the name of the post office where mailed must be shown as the office of publication. Addresses in mastheads and date lines must be printed so they will clearly show where change of address notices, undeliverable copies, orders for subscriptions, and other mail items are to be sent. See 125.26.
g. *Second-class imprint,* reading *Second-class postage paid at*_____ When a publication is mailed at two or more offices, the imprint must read *Second-class postage paid at*_____ *and at additional mailing offices.*
h. *Notice of pending application,* when copies are mailed while an application is pending, reading *Application to mail at second-class postage rates is pending at* _____.

132.3 APPLICATIONS FOR SECOND-CLASS PRIVILEGES

.31 FILING BY PUBLISHER

The following applications should be filed by the publisher at the post office where the publication maintains its known office of publication (see 132.222):

a. *Original entry applications for publications and news agents.*

An application must be filed by the publisher before a publication may be mailed at the second-class rates. Two copies of the issue described in the application must also be filed. When one-half or more of the total copies distributed are purchased by news agents for resale or are consigned to news agents for sale, two copies each of at least four issues must be filed before an application is either approved or disapproved, to demonstrate compliance with the requirement for regular issuance at least four times each year. If the publication is printed in a foreign language, a brief translation of the contents of the copies must be furnished. A synopsis of each article and advertisement is usually sufficient. News agents must file applications before they may mail second-class publications at the second-class rates. Copies of all application forms may be obtained from local postmasters. The headings on the forms describe what information must be furnished by publishers and news agents. Use the following forms:

(1) File application Form 3501 for second-class mail privileges for a publication that meets the basic qualifications (see 132.22) at the post office of

the place where the known office of publication is located. When one-half or more of the total copies distributed are purchased by news agents for resale or are consigned to news agents for sale, postmasters will not accept an application on Form 3501, unless the publisher has completed the application by furnishing all of the information called for by questions 30 and 31.

(2) File application Form 3502 for second-class mail privileges for a publication of an institution or society (see 132.23) that does not meet the basic qualifications at the post office of the place where the known office of publication is located.

(3) File application Form 3501–A for permission to mail foreign publications in the United States at the post office at which the copies are to be mailed.

(4) File application Form 3501–A for registry of a person or firm as a news agent with the privilege of mailing second-class publications at the post office where mailings are to be made.

b. *Additional entry application.* A publisher may apply for permission to mail at additional entry post offices. A written request for an additional entry must be filed by the publisher at the post office where the publication has original second-class entry. A form is not provided for an additional entry application. The request may accompany the application for original entry. See 132.23 for fees required. The request must include the following information:

(1) Name of publication.
(2) Frequency of issue.
(3) Name of place where publication is printed.
(4) Name of the additional entry post office.
(5) Approximate number and weight of copies to be mailed at the additional entry post office.
(6) Specific geographical area to be served from the additional entry office. (The geographical area served by the additional entry office must include the entire local delivery area of the additional entry office.)

An additional entry will be authorized at a post office located in the same county in which the office of original entry is located only when the publication is entirely or partly produced or prepared for mailing at the additional entry office (see 132.315 for available exceptional dispatch privileges). An additional entry will be authorized only at a post office served by transportation facilities which will enable the mailings to be effectively and economically handled in the postal transportation patterns.

c. *Application for special rates.* A publisher may apply for permission to mail at special rates. A written request for special rates must be filed by the publisher at the post office where the publication has original second-class entry. The request may be filed jointly with the application for original entry or filed separately at the post office of original entry after a publication has been granted second-class mailing privileges.

(1) Special rate. Non-profit organizations and associations listed in 132.122 may apply to the postmaster for the special second-class rates. They must submit evidence to establish their non-profit status and to show that they come within one of the categories stated.

(2) Classroom rate. Publishers of religious, educational, or scientific publications designed for use in school classrooms or in religious instruction classes may apply to the postmaster for the classroom rate listed in 132.123. They must submit evidence showing that their publications are of this character and for the uses stated.

(3) Science of agriculture rate. Publishers of publications designed to promote the science of agriculture may apply to the postmaster for the special zones 1 and 2 advertising rate listed in 132.124. They must submit evidence that their publications are of the character and for the use stated and that more than 70 percent of the copies distributed by

any means for any purpose during any twelve-month period are to subscribers residing in rural areas.

d. *Application for reentry.* When the name or frequency of issuance of a publication is changed, an application for reentry must be filed on Form 3510 at the post office of original entry accompanied by two copies of the publication showing the new name or frequency. When the location of the known office of publication is changed, an application for reentry must be filed on Form 3510 at the new office, accompanied by two copies of the publication showing the name of the new office as the known office of publication. Copies of second-class publications will be accepted for mailing at the second-class postage rates during the time applications for their reentry are pending. Copies of Form 3510 may be obtained from local postmasters. An application for reentry is not required when only the ownership is changed unless the change disqualifies the publication for an entry which was authorized under 132.23.

e. *Application for exceptional dispatch.* An application to deliver copies of a second-class publication at the publisher's expense and risk from the post office of original entry or an additional entry post office to other post offices or elsewhere may be filed by the publisher at the office of original or additional entry where the postage is paid on the copies which will be transported. Applications for exceptional dispatch may be filed jointly with applications for original entry, reentry, or special rates. A form is not provided for applications for exceptional dispatch. The postmasters at the office of original or additional second-class entry will approve or disapprove applications on the basis of whether the exceptional dispatch will improve service. They will notify other post offices concerned and the sectional center manager of approved arrangements and include a list showing how the sacks or outside bundles are to be labeled and the approximate number of copies. Only after notification by the postmaster at the entry office where the postage is paid shall copies be accepted at another office directly from the publisher. At least once each 6 months the accepting postmaster shall verify the number of copies received directly from the publisher. Any significant increase noted at the time of verification or at any other time shall be reported to the entry office where the postage is paid. Denial of an application for exceptional dispatch may be appealed to the Director, Office of Mail Classification, who will issue the final agency ruling.

.32 ACCEPTANCE AFTER APPLICATION IS FILED

Publishers or news agents may not mail at the second-class rates until the application for second-class privileges is approved by the Director, Office of Mail Classification, Rates & Classification Department. See 132.34. Postmasters may not accept mailings at the second-class rates until they receive a written authorization from the Director, Office of Mail Classification. Postage at the applicable third- or fourth-class rates may be paid in money on mailings made while an application is pending. The postmaster will keep a record of such mailings on Form 3503, *Record of Deposits Made While Second-class Application is Pending*, and if second-class privileges are authorized by the Director, Office of Mail Classification, he will be instructed to return to the publishers or news agents the difference between the third- or fourth-class rates and the second-class rates. Form 3503 will not be kept and the difference will not be returned when postage is paid by stamps affixed.

.33 FEES

The fees to accompany applications for second-class original entry, reentry, or additional entry, or for registration as a news agent, are:

Kind	*Amount*
Original entry—circulation not more than 2,000	$30
Original entry—circulation 2,001 to 5,000	60

Original entry—circulation 5,001 and over	120
News-agent registry	25
Reentry because of change in title, frequency of issue, office of publication, or other reasons	15
Additional entry (Only one fee is collectible for an application for additional entry even though the additional entry being applied for modifies one or more additional entries previously approved.)	
Within zones 1 and 2	15
Within zones 3 to 8	50

If an application is not approved, no part of the fee is returned to the applicant.

.34 GRANTING OR DENIAL OF APPLICATION

.341 *Responsibility*

The Director, Office of Mail Classification, Rates and Classification Department, Headquarters, rules on all applications for second-class mail privileges, special rates, additional entry, and reentry.

.342 *Granting of Application*

If the Director grants the application, he notifies the postmaster at the office where the application for original entry was filed, who shall notify the applicant. Before taking action, on an application, the Director may call on the publisher for additional information or evidence to support or clarify the application. Failure of the publisher to furnish the information requested may be cause for denial of the application as incomplete or, on its face, not fulfilling the requirements.

.343 *Denial of Application for Original Entry*

If the Director denies the application, he will notify the publisher specifying the reasons for the denial. A denial of second-class mail entry is effective 15 days from receipt of the notice by the publisher unless an appeal is filed with the Docket Clerk, U.S. Postal Service, Washington, DC 20260, in accordance with the provisions of 39 CFR § 954, Rules of Practice in Proceedings Relative to the Denial, Suspension, or Revocation of Second-Class Mail Privileges. A copy of the Rules will be included with any notice of denial of an application.

.344 *Denial of Application for Additional Entries, Special Rates, and Reentry*

If the Director denies an application for additional entry, special rates, or reentry made in accordance with sections 132.312-.314, he will notify the publisher specifying the reasons for the denial. The denial becomes effective 15 days from receipt of the notice by the publisher unless the publisher files an appeal with the Assistant Postmaster General, Rates and Classification Department, who will issue the final agency decision.

.35 REVOCATION OR SUSPENSION OF SECOND-CLASS PRIVILEGES

.351 The Postmaster General may revoke the entry of a publication as second-class mail whenever he finds, after a hearing, that the publication is no longer entitled to be entered as second-class mail.

.352 The Director, Office of Mail Classification, makes determinations concerning the suspension or revocation of a second-class entry subject to appeal and hearing requested by the publisher. He may call on a publisher from time to time to submit information bearing on the publisher's right to retain a second-class entry for his publication. When the Director determines that a

publication is no longer entitled to its second-class entry, he issues a ruling of suspension or revocation to the publisher at the last known address of the office of publication stating the reasons for his action. The ruling becomes effective 15 days from receipt of the notice by the publisher unless an appeal is filed with the Docket Clerk, U.S. Postal Service, in accordance with the provisions of 39 CFR Part 954, Rules of Practice in Proceedings Relative to the Denial, Suspension, or Revocation of Second-Class Mail Privileges. A copy of the Rules will be included with any notice of revocation or suspension.

.36 REVOCATION FOR ADDITIONAL ENTRIES, SPECIAL RATES, REENTRY AND EXCEPTIONAL DISPATCH.

The Director shall revoke authorizations for additional entry, special rates, reentry and exceptional dispatch whenever he finds that a publication or organization is no longer entitled to such authorization. Whenever the Director revokes any such authorization, he shall notify the publisher or organization specifying the reasons for the revocation. The revocation is effective 15 days from receipt of the notice by the publisher or organization unless an appeal is filed with the Assistant Postmaster General, Rates and Classification Department, who will issue the final agency decision.

132.4 WHAT MAY BE MAILED AT THE SECOND-CLASS RATES

.41 COMPLETE COPIES

Copies of the regular issues containing all of the pages may be mailed at the applicable second-class rates provided by 132.11 and 132.12 to subscribers, as samples (see 132.461 for limitation), and as provided for by 132.23. The transient rate provided by 132.13 applies to copies mailed to nonsubscribers and as excess samples. Copies which are not complete by reason of having pages or portions of pages removed must be charged with postage at the applicable third- or fourth-class rates.

.42 EDITIONS OR ISSUES

The following kinds of extra or special editions or issues may be mailed at the second-class rates:

a. Extra issues or editions issued for the purpose of communicating additional news and information received too late for insertion in the regular edition and not for advertising purposes.
b. Separate editions of the issues of a second-class publication. Separate publications will not be accepted as editions.
c. Issues containing annual reports, directories, lists, and similar text as a part of the contents, but the copies may not be distinguished from the regular issues by bearing designations which indicate they are annuals, directories, catalogs, yearbooks, or other types of separate publications. The regular annual subscription price must include the copies of such issues.

.43 BACK NUMBERS AND REPRINTS

The following kinds of back numbers and reprints may be mailed at the second-class rates:

a. Unbound copies of back numbers as long as entry is in effect.
b. Unbound reprint copies of daily publications printed within 1 week after the date of issue.
c. Unbound reprint copies of other than daily publications printed before the next issue is printed.

Other reprints and bound back numbers are charged with postage at any applicable third- or fourth-class rates.

.44 SUPPLEMENTS

Issues may include supplements subject to the following conditions:

a. The supplement must be germane to the issue, and prepared in order to complete it, having been omitted for want of space, time, or greater convenience.
b. Publishers must be paid at advertising rates and charges for carrying preprinted advertising supplements germane to the issue which are furnished to them by advertisers or others.
c. Publications which are distinct from and independent of the regular issue, such as catalogs, circulars, handbills, posters, and other special advertisements, and which are, therefore, not germane to the issue, may not be inserted as supplements.
d. A supplement must bear the title of the publication preceded by the words *Supplement to*.
e. Supplements must be folded and mailed with the regular issue.
f. Bound periodicals must observe the provisions of 132.48.

.45 PARTS OR SECTIONS

.451 The regular pages of publications may be prepared in parts or sections. Enclosures prohibited as supplements may not be prepared as parts or sections.

.452 Each part or section must show the title of the publication.

.453 The number of parts or sections in which the issue is published must be stated on the first page of the first part or section.

.454 Publishers must pay at a rate that is not nominal for parts or sections produced by others. The parts or sections may not be issued by or for advertisers. Publishers must submit to the Office of Mail Classification, Rates and Classification Department contracts entered into with producers of parts or sections.

.46 COPIES NOT PAID FOR BY THE ADDRESSEE

.461 *Sample Copies*

a. Complete copies of regular issues or editions may be mailed as samples at the second-class rates provided by 132.11 and 132.12.
b. Samples may be mailed at any time during a calendar year to the extent of 10 percent of the total estimated weight of copies to be mailed to subscribers during the calendar year. For publications having additional entries, the postmaster at the original entry office is responsible for determining that sample copies do not exceed the 10 percent limit. At the end of each calendar year the postmaster at the original entry post office must request from each additional entry office the weight of subscriber and sample copies mailed during the year.
c. The words *Sample Copy* must be shown on the address side of the envelopes or wrappers or the outside cover of unwrapped copies.
d. Samples for delivery in the county of publication are subject to the rates shown in 132.11.
e. The transient rate provided by 132.13 must be paid on samples mailed in excess of the 10 percent limit.
f. Copies mailed for advertising purposes under arrangements with advertisers or others and copies mailed by a publisher acting as an agent for an advertiser may not be mailed as samples.
g. Sample copies may be mailed to boxholders with each copy addressed in the simplified manner shown in 122.41. Copies so addressed and marked *Sample Copy* must be mailed to each boxholder on the rural or star route or to each boxholder at post offices not having city letter carrier service. Copies may not be mailed only to nonsubscriber boxholders. All copies

mailed in this manner are considered as samples even though some boxholders are subscribers. Such copies are individually addressed copies.

.462 *Copies Paid for by Advertisers*

Copies paid for by advertisers or others for advertising purposes may be mailed only at the transient rate provided by 132.13. When copies are being furnished free to the addressees, publishers may be required to tell the postmaster the purpose for sending the copies, the amount that the publisher received for the copies, and whether the purchaser is an advertiser.

.463 *Copies Paid for as Gifts*

A minor portion of the subscription list may consist of persons whose subscriptions were paid for as gifts. Subscriptions paid for by advertisers or other interested persons to promote their own interests and subscriptions given free by the publishers are not gift subscriptions; postage at the transient rate in 132.13 must be paid on these copies.

.464 *Exchange Copies*

A minor portion of the subscription list may consist of publishers to whom exchange copies are sent, one copy for another.

.465 *Expired Subscriptions*

Copies will be accepted at the pound rates of postage for a period of 6 months after a subscription has expired, if the publisher attempted during the 6 months to obtain payment or a promise to pay for a renewal. Postage at the transient second-class rate will be charged on copies sent after 6 months to persons who have not renewed.

.466 *Advertisers' Proof Copies*

One complete copy of each issue may be mailed at the pound rates to each advertiser in the issue to prove that the advertisements have been printed or, instead, copies may be mailed to the advertising representatives or agents of the publication. The number of proof copies of each issue sent under this section may not exceed the number of advertisers in the issue.

.467 *Mailed by Printer*

Copies sent by a printer to a publisher are chargeable with postage at the third- or fourth-class rate, whichever is applicable, according to the physical characteristics of the publication and the weight of the package or parcel.

.54 WHEN SUBJECT TO TRANSIENT SECOND-CLASS RATES

Unsold copies returned to publishers or other news agents, or copies sent to other news agents except for purpose of sale, or to persons not having subscriptions with news agents, are subject to transient second-class rate.

.55 RETURN OF PORTIONS OF UNSOLD PUBLICATIONS

The head or small portions of publications returned to publishers to show that copies have not been sold are subject to postage at third- or fourth-class rates according to weight.

132.6 OWNERSHIP, MANAGEMENT AND CIRCULATION STATEMENT

.61 REQUIREMENTS, AS CONTAINED IN 39 U.S. CODE, 3685

.611 Each owner of a publication having second-class mail privileges under 132.22 shall furnish to the Postmaster General at least once a year, and shall publish in such publication once a year, information in such form and detail and at such time as he may require respecting—

a. The identity of the editor, managing editor, publishers, and owners;
b. The identity of the corporation and stockholders thereof, if the publication is owned by a corporation;
c. The identity of known bondholders, mortgagees, and other security holders;
d. The extent and nature of the circulation of the publication, including, but not limited to, number of copies distributed, methods of distribution, and extent to which such circulation is paid in whole or in part; and
e. Such other information as he may deem necessary to determine whether the publication meets the standards for second-class mail privileges.

The Postmaster General shall not require the names of persons owning less than 1 per centum of the total amount of stocks, bonds, mortgages, or other securities.

.612 Each publication having second-class mail privileges under 132.23 shall furnish to the Postmaster General information in such form and detail, and at such times as he requires, to determine whether the publication continues to qualify thereunder. In addition, the Postmaster General may require each publication which has second-class mail privileges under 132.22 or 132.23 to furnish information, in such form and detail and at such times as he may require, to determine whether the publication continues to qualify thereunder.

.613 The Postmaster General shall make appropriate rules and regulations to carry out the purposes of this section, including provision for suspension or revocation of second-class mail privileges for failure to furnish the required information.

.62 PROCEDURES

.621 All publishers of publications having second-class mailing privileges, including the publishers of foreign publications accepted at the second-class postage rates under the provisions of 132.24, must file on or before the first day of October, a statement on Form 3526, *Statement of Ownership, Management and Circulation*, in duplicate, at the post office where the original second-class permit is authorized.

.622 Publishers who file a statement under the provisions of section 132.611 shall publish the complete statement in the second issue thereafter of the publication to which it relates. Publishers who file a statement under the provisions of section 132.612 are not required to publish the statement. Publishers of foreign publications accepted at the second-class postage rates under the provisions of 132.24 are not required to publish the statement.

.623 Publishers of second-class matter mailed at the post offices designated in the revenue and cost analysis sampling system (whether they are original or additional entry offices), must also complete Form 15, *Second-Class Publisher's Statement of Number of Copies*, and if applicable, Form 15E,

Second-Class Publication, Foreign Destinations, Postage Affixed, for the mailings, at the sampling offices only, of the issue for which Form 3526 in .621 was prepared. Forms 15 and 15E will be furnished to publishers by their postmasters. Completion of Forms 15 and 15E is not required for publications whose application for second-class original entry is in a pending status.

.624 A publication which fails to comply with the requirements of this section within 10 days after notice by certified mail of the failure may not be mailed at the second-class rates of postage until it has come into compliance.

.625 Postmasters shall:

a. Furnish at least 3 copies of Form 3526 for each publication not less than 10 days prior to October 1. One copy of the completed Form 3526 should be retained by the publisher for his records.
b. Examine each statement filed in duplicate to see that it contains all of the information required by law.
c. Return incomplete or incorrect statements to the publishers and obtain from them complete and correct statements.
d. Arrange the original copies alphabetically by titles and forward them to the Director, Office of Mail Classification, Rates and Classification Department, Washington, DC 20260. Retain the duplicate copies.
e. Obtain a copy of the issue of each publication in which the required statement is published. Verify the correctness of the published statement. File the copy. DO NOT forward it to Headquarters. Promptly report to the Rates and Classification Department, Office of Mail Classification, any instance where a publisher fails to file or to publish a statement.

132.7 MARKING OF PAID READING MATTER

.71 Editorial or other reading matter contained in publications entered as second-class mail and for publication of which a valuable consideration is paid, accepted, or promised shall be marked plainly *advertisement* by the publisher.

.72 Whoever, being an editor or publisher, prints in a publication entered as second-class mail editorial or other reading matter for which he has been paid or promised a valuable consideration, without plainly marking the same *advertisement*, shall be fined not more than $500. (18 U.S.C. 1734)

.73 Each paid editorial or other reading matter which occupies all or any part of one page, or which occupies more than one page, must be marked plainly "advertisement" either on the one page or on the first page. The word "advertisement" may be part of a statement which explains why the material is marked advertisement. However, such a statement must be prominent on the first page of an article and the word "advertisement" in the statement must be in bold or italicized print, or otherwise given emphasis so it can be plainly seen.

132.8 CANCELLATION OF SECOND-CLASS PRIVILEGES

.81 The Postmaster General may revoke the entry of a publication as second-class mail whenever he finds, after a hearing, that the publication is no longer entitled to be entered as second-class mail.

.82 The Director, Office of Mail Classification, Rates and Classification Department, makes determinations concerning the suspension or revocation of a second-class entry subject to appeal and hearing requested by the publisher. He may call on a publisher from time to time to submit information bearing on the publisher's right to retain a second-class entry for his publication. When the Director determines that a publication is no longer entitled to its second-class entry, he issues a ruling of suspension or revocation to the publisher at the last known address of the office of publication stating the reasons therefor. The ruling becomes effective in 15 days from receipt by the publisher unless the publisher appeals therefrom.

.83 A copy of the procedures governing administrative appeals and hearings relative to the denial, suspension, or annulment of second-class mail privileges may be obtained from the Director, Office of Mail Classification, Rates and Classification Department.

Part 133

CONTROLLED CIRCULATION PUBLICATIONS

133.1 RATES

Per pound or fraction of a pound	10.8 cents
Per piece charge	3.2 cents

The per piece charge is in addition to the pound rate.

133.2 PERMITS

.21 QUALIFICATIONS

Publications must:

a. Contain at least 24 pages.
b. Contain at least 25 percent nonadvertising.
c. Be issued at regular intervals of four or more times a year.
d. Not be owned and controlled by individuals or business concerns and conducted as an auxiliary to and essentially for the advancement of the main business or calling of those who own or control them.

.22 APPLICATIONS

Apply by letter to the postmaster at the office where mailings are to be made. State the name of the publication, frequency of issue, where published, the name of the publisher, and whether the publication is circulated free or mainly free. Submit two copies of the issue published nearest to the date of application marked to show the nonadvertising content as required in 133.4. The postmaster will submit the application and one copy of the publication to the Office of Mail Classification, Rates and Classification Department, Washington, DC 20260. Notice of authorization or denial will be furnished by the General Manager, Domestic Mail Classification Division.

.23 APPEAL OF DENIAL

If the application is denied and the mailer wishes to appeal, he may submit an appeal in writing within 15 days of receipt of the notice of denial to the postmaster who will forward the appeal to the Director, Office of Mail Classification for final ruling.

.24 DEPOSITS TO COVER POSTAGE

While an application is pending, deposits in money to cover postage on mailings at the third- or fourth-class rates may be made by the publisher. The excess deposits will be returned if a permit is issued.

.25 REVOCATION OF CONTROLLED CIRCULATION PRIVILEGES

.251 If a publication is discontinued, or fails to meet the requirements described in part 133, the postmaster should report all the facts, including the publisher's current mailing address, to the General Manager, Domestic Mail Classification Division, so that a determination may be made as to whether action should be taken to revoke the controlled circulation mail privileges.

.252 If it is determined that a publication authorized to be mailed at the controlled circulation rates is no longer qualified, the General Manager, Domestic Mail Classification Division, shall notify the publisher and the postmaster at the office of entry. Controlled circulation privileges will be

revoked 15 days from receipt of the notice by the publisher unless an appeal is filed with the postmaster who will forward it to the Director, Office of Mail Classification, for a final agency ruling.

133.3 IDENTIFICATION STATEMENTS

The following items must be printed on one of the first five pages of each copy, in a position where they may be easily located by postal employees and other interested persons:

a. Name of the publication on the front.
b. Date of issue.
c. Frequency of issue.
d. Address of publisher including street and number when there is carrier delivery service and the ZIP Code.
e. Subscription price, if the publication has one.
f. Controlled circulation imprint, reading: *Controlled circulation postage paid at* _____. When a publisher has filed applications at more than one post office, and has received authorizations at each office, the imprint must read: *Controlled circulation postage paid at* _____ *and at* _____.
g. Notice of pending application when copies are mailed under deposits of money, reading: *Application to mail at controlled circulation rates is pending at* _____.

A notice must be printed or handstamped on the envelopes or wrappers in which copies are mailed, reading: *Controlled circulation postage paid at* _____. When a publisher has filed applications at more than one post office, and has received authorizations at each office, the notice must read: *Controlled circulation postage paid at* _____ *and at* _____.

133.4 FILING OF MARKED COPY

A copy of each issue, marked by the publisher to show nonadvertising to the extent of at least 25 percent of the total reading and advertising portions of the publication, must be filed with the postmaster at the time of mailing. The percentage of nonadvertising must be written on the first page of the copy. Advertising includes paid advertising and the publisher's own advertising. The advertising may be in display, classified, or editorial style.

133.5 ENCLOSURES

Enclosures are not permitted.

133.6 ADDRESSING, PREPARATION FOR MAILING, WEIGHING, AND COLLECTION OF POSTAGE

See 122.7 for applicable addressing requirements; 125.1 through 125.33 for applicable preparation requirements; and 125.6 for weighing and collecting of postage procedures.

133.7 STATISTICAL STATEMENT

Publishers of controlled circulation matter must execute Form 8-C, *Pieces by Destination, Controlled Circulation Publications*, for the first mailing of each fiscal year, and for the first mailing, at any time, at a new post office of entry after the authorization to mail at controlled circulation rates has been received. The form will be distributed to publishers by their postmasters. Failure to comply with this requirement will result in non-acceptance of the mailing by the Postal Service.

Part 134

THIRD CLASS

134.1 RATES

.11 SINGLE PIECE RATE

.111 All matter not in the first or second class (see 134.31 for weight limit) except mailings made under 134.12 and 134.13:

0 to 2 ozs	14¢	Over 8 to 10 ozs	61¢
Over 2 to 4 ozs	28¢	Over 10 to 12 ozs	72¢
Over 4 to 6 ozs	39¢	Over 12 to 14 ozs	83¢
Over 6 to 8 ozs	50¢	Over 14 but less than 16 ozs	94¢

.112 The following exception applies to single-piece rate third-class mail: When the postage rate computed at the single-piece third-class rate is higher than the rate prescribed in the corresponding fourth-class category for which the piece qualifies, the applicable lower fourth-class rate will be charged.

.12 BULK RATES[1]

(See 134.222 and 134.42.)

	Special rates for authorized organizations only (see 134.5)	Regular rates
.121 Books and catalogs having 24 or more bound pages with at least 22 printed, seeds, cuttings, bulbs, roots, scions, and plants (see 134.31 for weight limit).	11¢ per pound or fraction.	30¢ per pound or fraction.
Minimum rate per piece:		
First 250,000 pieces mailed during each calendar year.	2.1¢	7.5¢
Pieces in excess of 250,000 mailed during each calendar year (see 134.124).	2.1¢	7.7¢
.122 All matter, except the items in 134.121, not included in the first- or second-class (see 134.31 for weight limit).	14¢ per pound or fraction.	36¢ per pound or fraction.
Minimum rate per piece:		
First 250,000 pieces mailed during each calendar year.	2.1¢	7.5¢
Pieces in excess of 250,000 mailed during each calendar year (see 134.124).	2.1¢	7.7¢

[1] The annual bulk mailing fee is $40

.123 If the total postage computed at the pound rates does not amount to the minimum rate per piece or more, postage must be computed at the minimum charge per piece. (See 134.222a.)

.124 When mailings are made at the minimum per piece rates of 7.5¢ provided by 134.121 and 134.122, the mailer or his agent must show on each Form 3602, *Statement of Mailing Matter with Permit Imprints*, or Form 3602-PC, *Bulk Rate Mailing Statement—Third-Class Mail*, that his total mailings, including all those made at bulk pound rates and at minimum per

piece rates, at all post offices, under any name, for each current calendar year, have not exceeded 250,000 pieces. It is the responsibility of the mailer or his agent to make available upon request of postal officials whatever information is necessary to show the payment of correct minimum per piece rates on all mailings made during each calendar year. Postmasters must regularly review the records of mailings being made at the bulk third-class pound and piece rates for the purpose of determining from the identity of the mailer, the number of pieces mailed, the character of the mailing pieces, or any other facts, whether the correct minimum per piece rate is being paid. If any postmaster is in doubt as to whether the 250,000 limitation has been exceeded in a particular case, he shall submit all the facts to the Office of Mail Classification, Rates and Classification Department.

.125 The weight at which the pound bulk rates cease to apply for third-class bulk mail is found by multiplying the applicable piece rate by 16 and dividing the product by the corresponding pound rate. The result expresses this weight limit in ounces and decimal fractions of ounces. Pieces at or below this weight are subject to the applicable minimum per piece rate. The calculation should be carried to 5 decimal points.

.13 KEYS, IDENTIFICATION CARDS, IDENTIFICATION TAGS, OR SIMILAR IDENTIFICATION DEVICES

Keys, identification cards, identification tags, or similar identification devices that are without cover and that bear, contain, or have securely attached the name and complete post office address of a person, organization, or concern with instructions to return to such address and a statement guaranteeing the payment of the postage due on delivery: 19 cents for the first 2 ounces, 14 cents for each additional 2 ounces or fraction thereof.

134.2 CLASSIFICATION

.21 DEFINITION

.211 Third-class mail consists of mailable matter which is—

a. not mailed or required to be mailed as first-class mail;
b. not entered as second-class mail; and
c. less than 16 ounces in weight.

.212 Circulars, including printed letters which according to internal evidence are being sent in identical terms to several persons, are third-class mail. A circular does not lose its character as such when the date and name of the addressee and of the sender are written therein, nor by the correction in writing of mere typographical errors.

.213 Printed matter within the limit of weight is third-class mail. For the purpose of this section, printed matter is paper on which words, letters, characters, figures or images, or any combination thereof, not having the character of actual or personal correspondence, have been reproduced by any process other than handwriting or typewriting.

.22 APPLICATION OF RATES

.221 *Single Rate*

The single rate is applied to each piece according to its weight.

.222 *Bulk Rate*

a. The bulk rate is applied to mailings of identical pieces separately addressed to different addressees in quantities of not less than 50 pounds or of not less than 200 pieces. All the pieces in a bulk mailing must be identical as

to size and weight, but the printed textual matter need not be identical. Postage is computed at pound rates on the entire bulk mailed at one time, except that in no case shall less than the minimum charge per piece be paid. The annual bulk mailing fee must be paid at or before the first mailing each calendar year. (See 134.4 for other conditions governing acceptance of bulk mailings.)

b. It is recommended that mailers merge and presort all third-class matter presented for mailing during a day or part of a day when the pieces are identical as to size and weight and when they are addressed from one list or from more than one list. A variance in the text, the use or nonuse of adhesive address labels, or the use of several lists with different key numbers does not preclude the mailer from merging the mailings and presorting them.

.223 *Other Third-Class Rates*

The rate for keys and identification items placed loose in the mail under the conditions in 134.13 is applied to each item according to its weight. When there are several items for the same addressee the office of mailing will place them in an envelope or wrapper addressed to the intended recipient and marked to show the amount of postage due. The amount of postage will be computed on each item and not on the bulk weight of the mailing piece.

.224 *Nonstandard Surcharge*

There is currently no surcharge for nonstandard mail as defined in 134.33. However, it is anticipated that such a surcharge will be imposed sometime in calendar year 1978.

.23 CONTESTED CLASSIFICATION See 146.141.

134.3 WEIGHT AND SIZE LIMITATIONS

.31 WEIGHT

Each piece may weigh up to but not including 16 ounces.

.32 SIZE, SHAPE, AND RATIO

There is no maximum limit of size. The following standards apply to envelopes, cards, and self-mailers having postage paid thereon at the third-class rates:

a. Pieces less than 3 inches in width (height) or 4¼ inches in length are nonmailable.
b. Pieces having shapes other than rectangular are nonmailable.
c. Pieces having a ratio of width (height) to length between 1 to 1.3 and 1 to 2.5 are recommended.
d. Cards having a thickness of less than 0.006 of an inch are nonmailable.

.33 NONSTANDARD THIRD-CLASS MAIL

.331 Third-class single piece rate mail weighing 2 ounces or less is nonstandard unless it meets the following size standards:

a. Length not greater than 11.5 inches; and
b. Height not greater than 6.125 inches; and
c. Thickness not greater than .25 inch; and
d. An aspect ratio (ratio of height to length) between 1:1.3 and 1:2.5 inclusive.

.332 Nonstandard mail often results in delays or damage to other mail because it does not lend itself to machine processing. For this reason mailers are encouraged to avoid mailing nonstandard third-class mail.

.333 It is anticipated that a surcharge will be imposed sometime in calendar year 1978.

134.4 PREPARATION—PAYMENT OF POSTAGE

.41 SINGLE-PIECE MAILINGS

Mailers of third-class mail at other than bulk rates may use any method of paying postage, and may mail any number of pieces at one time, except when permit imprints are used (see 145.5). See 134.82 for marking required on sealed pieces.

.42 BULK MAILINGS

.421 *Annual Fee*

A fee of $40 must be paid once each calendar year by or for any person who mails at the bulk third-class rates. Any person who engages a business concern or another individual to mail for him must pay the $40 fee. This fee is separate from the fee that must be paid for a permit to mail under the permit imprint system (145.1). An alphabetical record of customers who have paid the $40 fee must be kept at the weighing section or any other place where bulk mailings are accepted and cleared. The record must show whether the mailer has been authorized to mail as one of the organizations or associations named in 134.5.

.422 *Postage Permits Required*

Postage must be prepaid by (see part 146):

a. Meter stamps. See part 144.
b. Precanceled stamps or precanceled stamped envelopes. See part 143.
c. Permit imprints (cash). See part 145.

.423 *Markings Required*

Identifying words as follows must be printed or rubber stamped by the mailer either in or immediately adjacent to permit imprints, meter stamps, or precanceled stamps:

a. *Bulk Rate* or the abbreviation *Blk. Rt.* by mailers other than nonprofit organizations.
b. *Nonprofit Organization* or the abbreviation *Nonprofit Org.* by authorized nonprofit organizations. (See 134.5).

.424 *Mailing Statement and Verification*

The mailer must complete and submit a mailing statement with each mailing as follows:

a. Form 3602, *Statement of Mailing Matter with Permit Imprints*, for mail with permit imprints (see 145.5); or
b. Form 3602—PC, *Statement of Mailing Bulk Rates*, for mail bearing precanceled stamps or meter stamps.

A designated employee in the weighing section or place where bulk mailings are accepted must verify the class of mail, verify that it is properly made up, and verify that the information contained on the mailing statement, including whether the average weight per piece is accurate, whether the minimum per piece charge or the pound rate is applicable, and whether the postage chargeable per piece or per pound is accurate.

provement associations; individuals; mutual insurance associations; political organizations; service clubs such as Civitan, Kiwanis, Lions, Optimist, and Rotary; social and hobby clubs; associations of rural electric cooperatives; and trade association. In general, state, county, or municipal governments are not eligible for the special rates. However, a separate and distinct state, county, or municipal governmental organization that meets the criteria for any one of the specific categories in 134.522 is eligible, notwithstanding its governmental status. For example, school districts and public libraries may be eligible under 134.522b. Nevertheless, governmental organizations will generally not be eligible under 134.522d (philanthropic), since their income is gnerally not derived primarily from voluntary contributions or donations.

.54 APPLICATION

.541 *Filing*

Application on Form 3624, *Application to Mail at Special Bulk Third-Class Rates for Qualified Nonnprofit Organizations or Associations*, must be filed by the organization or association at the post office where mailings will be deposited. The application must include evidence that the organization is nonprofit, and, if available, a certificate of exemption from Federal income tax should accompany the application. An exemption from the payment of Federal income tax is not required in order to qualify for the special third-class bulk rates. Such exemption will be considered as evidence of qualification for preferred Postal rates but will not be controlling in the matter. When an organization submits proof that it has been granted income tax exemption under Title 26, United States Code, section 501(c)(3), as a religious, educational, scientific, or charitable (philanthropic) organization: under section 501(c)(5) as an agricultural or labor organization; under section 501(c)(8) as a fraternal organization; or under section 501(c)(19) as a veterans' organization, it will be considered as qualifying for the special third-class rates unless the available evidence discloses some disqualification.

.542 *Approval or Denial*

The application Form 3624 together with any supporting papers will be sent to the postal services center. (Pending a decision, bulk mailings subject to the minimum per piece charge may be handled in accordance with 134.55.) The postmaster at the postal services center will approve or deny the application. The application Form 3624 and any supporting papers will be returned with the decision to the postmaster where the application was filed for notification of the applicant. Before taking action on an application or appeal, additional information or evidence may be requested to support or clarify the application. Failure of an organization to furnish the information is sufficient reason to deny an application or revoke existing authorization.

.543 *Appeal*

The decision of the postmaster at the postal services center may be appealed by the applicant, in writing to the postmaster where the application was filed. The postmaster will forward the appeal to the postal services center. If, after a review of the file, the postmaster at the postal services center is still of the opinion that the organization does not qualify, he shall furnish a statement of the reasons for his denial action to the Rates & Classification Department, Domestic Mail Classification Division. The complete file, including the original application and all supporting papers, should be submitted. The papers will be returned to the postmaster at the postal services center with the final decision on the appeal by the General Manager, Domestic Mail Classification Division.

.55 TEMPORARY MAILINGS

Until final action is taken on the application, postage paid on the mailings may be at the special rates, provided the mailer deposits with the postmaster

an amount sufficient to cover the additional postage at the higher rates. (See 134.121 and 134.122). This deposit will be returned to the mailer if the application is approved. If the application is denied, the deposit will not be returned. The deposit will be converted into postage-due stamps which will be canceled and given to the mailer if no appeal is made. If appeal is made, action concerning the deposit will be deferred.

.56 REVOCATION

.561 The approval may be revoked if the authorization was given to an organization or association which was not qualified or which becomes unqualified. The postmaster who approved the application will notify the organization of the pending cancellation of the authorization and of the reasons for the cancellation. The organization will be allowed 15 days within which to file a written statement appealing the pending cancellation. If no appeal is filed, the postmaster will revoke the authorization. If an appeal is filed, a decision on the continuance of the authorization will be made by the General Manager, Domestic Mail Classification Division. Notice of the decision will be given to the organization through the postmaster.

.562 A review of any organization authorized to mail at the special third-class rates may be initiated or undertaken at any time by the General Manager, Domestic Mail Classification Division. If the General Manager, after a review, determines that an organization is no longer qualified, he will notify the organization through the postmaster, of the proposed revocation of the authorization and the reasons for the revocation. The revocation becomes effective 15 days from receipt of the notice unless the organization files a written appeal, with the Director, Office of Mail Classification, who will issue the final agency decision.

.57 WHAT MAY BE MAILED AT THE SPECIAL BULK THIRD-CLASS RATES FOR QUALIFIED NONPROFIT ORGANIZATIONS

An organization authorized to mail at the special bulk third-class rates for qualified nonprofit organizations may mail *only* its own matter at these rates. An organization may not delegate or lend the use of its permit to mail at special third-class rates to any other person, organization or association. Cooperative mailings may not be made at the special bulk third-class rates for qualified nonprofit organizations if one or more of the cooperating persons or organizations is not entitled itself to the special rates. Cooperative mailings involving the mailing of matter in behalf of or produced for an organization not authorized to mail at the special bulk third-class rates for qualified nonprofit organizations must be paid at the applicable regular rate. If customers disagree with a postmaster's decision that the regular rate of postage applies to a particular mailing, the procedures in 146.14 may be followed.

134.6 PERMISSIBLE ADDITIONS

The additions authorized for fourth-class mail in 135.52 are permissible with matter mailed at third-class rates of postage.

134.7 ENCLOSURES

.71 BOOKS AND CATALOGS MAILED AT BULK RATES PROVIDED BY 134.121

External attachments are not permitted. The covers of a catalog or book for postal purposes are the outermost bound sheets. Only the following specifically named items may be enclosed loose provided they relate exclusively to the book or catalog they accompany:

a. A single reply envelope or reply post card, or both.
b. A single order form.
c. A printed circular. Circulars fastened securely along the entire bound edge inside the book or catalog by paste, stitches, or staples are not loose enclosures.
d. If no circular is enclosed, a printed price list listing only articles featured in the catalog and showing only the same prices and discounts as the catalog.
e. An invoice. (See 135.522).
f. Samples of merchandise attached to pages.

.72 ALL OTHER THIRD-CLASS MATTER

The following are permissible enclosures:

a. An invoice (see 135.522).
b. Manuscripts accompanying related proof sheets (see 135.521f(2)).

134.8 SEALING

.81 EXAMINATION

Third-class mail must be prepared by the mailer so that it can be easily examined. Third-class mail which is not sealed or secured so that it may be handled by machines is not recommended. Mailing of sealed articles at the third-class rates of postage is considered consent by the mailer to postal inspection of the contents.

.82 MARKING

Each sealed piece mailed at the single piece third-class postage rate provided for by 134.11 must be legibly marked on the address side, preferably below the postage and above the name of the addressee, with the two words *Third Class*. The marking may be included as a part of a permit imprint, and it may be printed adjacent to the meter stamp by a postage meter. The marking will not be considered adequate if it is included as a part of a decorative design or advertisement. Only the markings required by 134.423 need be carried on sealed pieces mailed at the bulk third-class postage rates provided for by 134.12.

Part 135
FOURTH CLASS

135.1 RATES

.11 FOURTH-CLASS (PARCEL POST) ZONE RATES

.111 *Single Piece Zone Rates*

Weight-1 pound and not exceeding (pounds)	Zones							
	Local	1 and 2	3	4	5	6	7	8
2	$0.77	$0.90	$0.93	$1.04	$1.15	$1.28	$1.40	$1.48
3	.82	.97	1.02	1.15	1.29	1.46	1.62	1.74
4	.86	1.04	1.10	1.25	1.42	1.63	1.84	2.00
5	.91	1.11	1.19	1.36	1.56	1.81	2.06	2.26
6	.95	1.18	1.27	1.46	1.69	1.98	2.28	2.52
7	1.00	1.25	1.36	1.57	1.83	2.16	2.50	2.78
8	1.04	1.32	1.44	1.67	1.96	2.33	2.72	3.04
9	1.09	1.39	1.53	1.78	2.10	2.51	2.94	3.30
10	1.13	1.46	1.61	1.88	2.23	2.68	3.16	3.56
11	1.18	1.53	1.70	1.99	2.37	2.86	3.38	3.82
12	1.22	1.60	1.78	2.09	2.50	3.03	3.60	4.08
13	1.27	1.67	1.87	2.20	2.64	3.21	3.82	4.34
14	1.31	1.74	1.95	2.30	2.77	3.38	4.04	4.60
15	1.36	1.81	2.04	2.41	2.91	3.56	4.26	4.86
16	1.40	1.88	2.12	2.51	3.04	3.73	4.48	5.12
17	1.45	1.95	2.21	2.62	3.18	3.91	4.70	5.38
18	1.49	2.02	2.29	2.72	3.31	4.08	4.92	5.64
19	1.54	2.09	2.38	2.83	3.45	4.26	5.14	5.90
20	1.58	2.16	2.46	2.93	3.58	4.43	5.36	6.16
21	1.63	2.23	2.55	3.04	3.72	4.61	5.58	6.42
22	1.67	2.30	2.63	3.14	3.85	4.78	5.80	6.68
23	1.72	2.37	2.72	3.25	3.99	4.96	6.02	6.94
24	1.76	2.44	2.80	3.35	4.12	5.13	6.24	7.20
25	1.81	2.51	2.89	3.46	4.26	5.31	6.46	7.46
26	1.85	2.58	2.97	3.56	4.39	5.48	6.68	7.72
27	1.90	2.65	3.06	3.67	4.53	5.66	6.90	7.98
28	1.94	2.72	3.14	3.77	4.66	5.83	7.12	8.24
29	1.99	2.79	3.23	3.88	4.80	6.01	7.34	8.50
30	2.03	2.86	3.31	3.98	4.93	6.18	7.56	8.76
31	2.08	2.93	3.40	4.09	5.07	6.36	7.78	9.02
32	2.12	3.00	3.48	4.19	5.20	6.53	8.00	9.28
33	2.17	3.07	3.57	4.30	5.34	6.71	8.22	9.54
34	2.21	3.14	3.65	4.40	5.47	6.88	8.44	9.80
35	2.26	3.21	3.74	4.51	5.61	7.06	8.66	10.06
36	2.30	3.28	3.82	4.61	5.74	7.23	8.88	10.32
37	2.35	3.35	3.91	4.72	5.88	7.41	9.10	10.58
38	2.39	3.42	3.99	4.82	6.01	7.58	9.32	10.84
39	2.44	3.49	4.08	4.93	6.15	7.76	9.54	11.10
40	2.48	3.56	4.16	5.03	6.28	7.93	9.76	11.36
41	2.53	3.63	4.25	5.14	6.42	8.11	9.98	11.62
42	2.57	3.70	4.33	5.24	6.55	8.28	10.20	11.88
43	2.62	3.77	4.42	5.35	6.69	8.46	10.42	12.14
44	2.66	3.84	4.50	5.45	6.82	8.63	10.64	12.40
45	2.71	3.91	4.59	5.56	6.96	8.81	10.86	12.66
46	2.75	3.98	4.67	5.66	7.09	8.98	11.08	12.92
47	2.80	4.05	4.76	5.77	7.23	9.16	11.30	13.18
48	2.84	4.12	4.84	5.87	7.36	9.33	11.52	13.44
49	2.89	4.19	4.93	5.98	7.50	9.51	11.74	13.70
50	2.93	4.26	5.01	6.08	7.63	9.68	11.96	13.96
51	2.98	4.33	5.10	6.19	7.77	9.86	12.18	14.22
52	3.02	4.40	5.18	6.29	7.90	10.03	12.40	14.48
53	3.07	4.47	5.27	6.40	8.04	10.21	12.62	14.74
54	3.11	4.54	5.35	6.50	8.17	10.38	12.84	15.00
55	3.16	4.61	5.44	6.61	8.31	10.56	13.06	15.26

.122 *Bulk Rates for Bulk Mailings of Separately Addressed Identical Pieces in Quantities of Not Less Than 300 Mailed at One Time*

Zones	Piece rate	Bulk pound rate	Zones	Piece rate	Bulk pound rate
	(cents)	(cents)		(cents)	(cents)
Local	26	2.8	5	31	7.8
1 and 2	31	4.4	6	31	9.6
3	31	5.2	7	31	11.6
4	31	6.4	8	32	13.9

NOTE: The total charge for each bulk mailing shall be the sum of the charges derived by applying the applicable pound rate to the total number of pounds and by applying the applicable piece rate to the total number of pieces.

.13 SPECIAL FOURTH-CLASS RATE

.131 *Rates*

Kind of mail (Rate restricted to items specifically named)	Rate (without regard to zone)		
	First pound or fraction of a pound	Each additional pound or fraction through 7 pounds	Each additional pound or fraction over 7 pounds
Books; 16-millimeter or narrower width films and catalogs of such films (rate applies for films and catalogs except when mailed to or from commercial theaters); printed music, printed objective test materials, sound recordings playscripts and manuscripts for books, periodicals and music; printed educational reference charts permanently processed for preservation; looseleaf pages, and binders therefor, consisting of medical information for distribution to doctors, hospitals, medical schools, and medical students. (See 135.214)	30¢	11¢	8¢
Single piece rate, presort rates:			
Presort rates:			
Level A	[1] 27.9¢	11¢	8¢
Level B	[2] 28.4¢	11¢	8¢

[1] Mailings of 500 or more pieces properly prepared and presorted to five-digit destination ZIP Codes. (See 135.25)

[2] Mailings of 2,000 or more pieces properly prepared and presorted to five-digit and three-digit destination ZIP Codes. (See 135.25)

.132 *Annual Fee*

A $30 fourth-class presort mailing fee must be paid once each calendar year at each office of mailing by or for any person who mails at the presorted special fourth-class rates.

Weight-1 pound and not exceeding (pounds)	Zones							
	Local	1 and 2	3	4	5	6	7	8
56	3.20	4.68	5.52	6.71	8.44	10.73	13.28	15.52
57	3.25	4.75	5.61	6.82	8.58	10.91	13.50	15.78
58	3.29	4.82	5.69	6.92	8.71	11.08	13.72	16.04
59	3.34	4.89	5.78	7.03	8.85	11.26	13.94	16.30
60	3.38	4.96	5.86	7.13	8.98	11.43	14.16	16.56
61	3.43	5.03	5.95	7.24	9.12	11.61	14.38	16.82
62	3.47	5.10	6.03	7.34	9.25	11.78	14.60	17.08
63	3.52	5.17	6.12	7.45	9.39	11.96	14.82	17.34
64	3.56	5.24	6.20	7.55	9.52	12.13	15.04	17.60
65	3.61	5.31	6.29	7.66	9.66	12.31	15.26	17.86
66	3.65	5.38	6.37	7.76	9.79	12.48	15.48	18.12
67	3.70	5.45	6.46	7.87	9.93	12.66	15.70	18.38
68	3.74	5.52	6.54	7.97	10.06	12.83	15.92	18.64
69	3.79	5.59	6.63	8.08	10.20	13.01	16.14	18.90
70	3.83	5.66	6.71	8.18	10.33	13.18	16.36	19.16

Exception:

Parcels weighing less than 15 pounds, and measuring over 84 inches but not exceeding 100 inches in length and girth combined, are chargeable with a minimum rate equal to that for a 15 pound parcel for the zone to which addressed. See 135.3 for size and weight restrictions.

.112 *Bulk Zone Rates (Parcel Post)*

a. Mailings of 300 or more pieces of identical weight may be mailed at bulk zone rates if separated by postal zones. Mailings of pieces of nonidentical weight may only be made at bulk zone rates when authorized by the Office of Mail Classification in accordance with 145.8 or 145.9.

b. The rate of postage to be paid on each piece of a bulk zone rate mailing shall be the single piece rate for that zone for an item equal to the average weight per piece for parcels going to that zone, rounded up to the next highest whole pound.

.12 BOUND PRINTED MATTER RATES

.121 *Single Piece Zone Rate*

Pieces weighing up to—(pounds)	Zones							
	Local	1 & 2	3	4	5	6	7	8
1.5	$0.62	$0.62	$0.64	$0.67	$0.70	$0.73	$0.78	$0.84
2	.62	.65	.67	.71	.75	.79	.85	.93
2.5	.65	.68	.70	.75	.81	.86	.92	1.02
3	.67	.71	.74	.79	.86	.93	1.01	1.11
3.5	.69	.74	.78	.84	.91	.99	1.09	1.20
4	.61	.77	.81	.88	.96	1.05	1.17	1.31
4.5	.62	.79	.84	.93	1.01	1.11	1.25	1.40
5	.64	.82	.87	.96	1.06	1.17	1.32	1.49
6	.66	.83	.94	1.05	1.16	1.31	1.47	1.67
7	.71	.94	1.00	1.12	1.26	1.44	1.62	1.83
8	.75	1.00	1.07	1.20	1.37	1.57	1.78	2.04
9	.79	1.06	1.14	1.29	1.47	1.69	1.94	2.23
10	.82	1.11	1.20	1.38	1.58	1.81	2.10	2.42

.14 LIBRARY RATE

Kind of mail (Rate restricted to items specifically named mailed by or to organizations mentioned in 135.261	Rate (Without regard to zone)	
	First pound or fraction of a pound	Each additional pound or fraction
Books; printed music; bound volumes of academic theses; sound recordings; periodicals; other library materials; museum and herbarium materials; 16-millimeter or narrower width films, filmstrips, transparencies, slides, microfilms; scientific or mathematical kits, instruments, or other devices; also, catalogs, guides or scripts for some of these materials. See 135.261	11¢	4¢

.15 APPLICATION OF RATES

.151 The rates in 135.11 and 135.12 are applied on the basis of weight of the individual piece and the distance the mail is sent. To administer these rates, the earth is considered to be divided into units of area thirty minutes square, identical with a quarter of the area formed by the intersecting parallels of latitude and meridians of longitude. The distance between these units of area is the basis of the postal zones and shall be measured from the center of the unit of area containing the dispatching sectional center facility or multi-ZIP Coded post office not serviced by a sectional center facility. A post office of mailing and a post office of delivery shall have the same zone relationship as their respective sectional center facilities or multi-ZIP Coded post offices, but this shall not cause two post offices to be regarded as within the same local zone. The postal zones are defined as follows:

a. The local zone, the extent of which is defined by the Postal Service. This local rate currently applies to parcels mailed at any post office for local delivery at that office; at any city letter-carrier office or at any point within its delivery limits for delivery by carriers from that office; at any office from which a rural route starts for delivery on the same route; and on a rural route for delivery at the office from which the route starts or on any rural route starting from that office.
b. The first zone includes all territory within the quadrangle in conjunction with every contiguous quadrangle, representing an area having a mean radial distance of approximately fifty miles from the center of a given unit of area. The zone one rate applies to parcels mailed between two post offices in the same sectional center.
c. The second zone includes all units of area outside the first zone lying in whole or in part within a radius of approximately one hundred and fifty miles from the center of a given unit of area.
d. The third zone includes all units of area outside the second zone lying in whole or in part within a radius of approximately three hundred miles from the center of a given unit of area.
e. The fourth zone includes all units of area outside the third zone lying in whole or in part within a radius of approximately six hundred miles from the center of a given unit of area.
f. The fifth zone includes all units of area outside the fourth zone lying in whole or in part within a radius of approximately one thousand miles from the center of a given unit of area.

g. The sixth zone includes all units of area outside the fifth zone lying in whole or in part within a radius of approximately one thousand four hundred miles from the center of a given unit of area.
h. The seventh zone includes all units of area outside the sixth zone lying in whole or in part within a radius of approximately one thousand eight hundred miles from the center of a given unit of area.
i. The eighth zone includes all units of area outside the seventh zone.

.152 Rates according to zone apply for zone-rated mail sent between Postal Service facilities, including armed forces post offices, wherever located, except the rates of postage for zone-rated mail transported between the United States, the Canal Zone, Puerto Rico or the possessions or territories of the United States, including the Trust Territory of the Pacific Islands, on the one hand, and Military post offices on the other, or among the latter, shall be the applicable zone rates for mail between the place of mailing or delivery and the city of the postmaster serving the Military post office concerned, subject to the following exception: The rate of postage for zone-rated mail which is mailed at or addressed to a Military post office and which is transported directly to or from Military post offices at the expense of the Department of Defense, without transiting any of the 48 contiguous states (including the District of Columbia), shall be the applicable local zone rate. If such mail transits any area served by the United States Postal Service at the expense of United States Postal Service and the distance from the place of mailing to the embarkation point or the distance from the point of debarkation to the place of delivery is greater than the local zone for such mail, postage shall be assessed on the basis of the distance from the place of mailing to the embarkation point or the distance from the point of debarkation to the place of delivery of such mail, as the case may be. The word *transiting* does not include enroute transfers at coastal gateway cities which are necessary to transport military mail directly between military post offices.

Examples:

a. A parcel mailed at Honolulu, Hawaii, for direct dispatch by the Department of Defense from Honolulu to a military post office in the Pacific will be subject to the local zone rate.
b. A paracel mailed at Hilo, Hawaii, and transported at the expense of the United States Postal Service to Honolulu, Hawaii, for direct dispatch at the expense of the Department of Defense from Honolulu to a Military post office in Japan will be subject to zone 2 rates.

.153 An official zone chart may be obtained free by request to the postmaster at the office of mailing. For ZIP Code numbers, consult the *National ZIP Code Directory*, Publication 65.

.154 The rates in 135.13 and 135.14 are computed on the basis of the weight of the piece regardless of the zone to which addressed.

.155 The single piece rates and conditions are applicable to forwarding and returning of parcels mailed at bulk rates.

135.2 CLASSIFICATION

.21 FOURTH-CLASS MAIL

Fourth-class mail consists of mailable matter:

a. Not mailed or required to be mailed as first-class mail;
b. Weighing sixteen ounces or more; and
c. Not entered as second-class mail (except as specifically provided for transient rate matter).

.22 FOURTH-CLASS BULK ZONE RATES

.221 The bulk fourth-class zone rates in 135.112 are applied to mailings of 300 or more pieces of fourth-class mail of identical weight. Parcels need not be of identical size or content. Parcels which weigh less than 15 pounds and measure over 84 inches in length and girth combined may not be mailed at these rates.

.222 Mailings of nonidentical pieces may only be made if the mailer has demonstrated that adequate records are maintained to verify and audit such mailings and if the procedure has been specifically authorized by the Director, Office of Mail Classification, in accordance with 145.8 or 145.9.

.223 *Separation.* The mailer must separate mailing pieces by parcel post zones so that postage may be verified. This requirement may be waived by the Postal Service if the mailer demonstrates to the satisfaction of the Postal Service that records are maintained to enable the Postal Service to accurately verify and audit mailings of fourth-class bulk rate parcels. The Director, Office of Mail Classification, must specifically approve systems for the acceptance of such mailings.

.224 *Special services.* The insurance, special delivery, special handling, and COD services may be used on mailings sent at bulk fourth-class zone rates. However, special services may not be used selectively for individual parcels mailed at these rates. Selective special services may be used in conjunction with postage payment verification systems approved under the conditions stated in 135.222.

.225 *Markings Required.* The words *Fourth-Class Bulk Rates* or *Fourth-Class Blk. Rt.* must be incorporated as part of the permit indicia or be printed or rubber stamped above the address and to the left or below the permit imprint.

.257 *Container or Pallet Labeling Requirements*

a. Five-Digit Destination

CLEVELAND OH 44101
5-DIGIT PRESORTED PP
FR J COMPANY, BOSTON MA

b. City With Unique 3-digit ZIP Code

CLEVELAND OH 441
MACHINE PRESORTED PP
FR J COMPANY BOSTON MA

or

CLEVELAND OH 441
NONMACHINE PRESORTED PP
FR J COMPANY BOSTON MA

c. Sectional Center

CLEVELAND OH 441
MACHINE PRESORTED PP
FR J COMPANY BOSTON MA

or

CLEVELAND OH 441
NONMACHINE PRESORTED PP
FR J COMPANY BOSTON MA

.258 Bulk Mail Center Machineability Criteria for Special Fourth-Class Matter

a. The parcel sorter machinability criteria are:
   (1) Weight: At least 1 pound but not over 25 pounds
   (2) Length: At least 6 inches but not over 34 inches
   (3) Height: At least 3/8 inches but not over 17 inches
   (4) Width: At least 3* inches but not over 17 inches
   *A width of 4 inches is required for parcels less than 9 inches long.
b. Mailing pieces that fall below the minimum dimensions specified in a. are considered SPR's.
c. Those exceeding the maximum dimensions or irregular in shape are considered non-machineable parcels.
d. Mailers who are not sure of the size classification of their pieces are advised to consult with their local postmaster.

.259 *Presort Verification*

For each 50 sacks or fraction thereof in a mailing, accepting post offices shall verify the presort as follows:

a. Select two sacks of 5-digit makeup and verify that no pieces are included bearing other than the 5-digit ZIP Code shown on the sack label. If a discrepancy of more than one piece is found, the mailing is disqualified.
b. For mailings that include sacks of mail presorted to 3-digit ZIP Code destination, select three sacks and verify that all pieces in a sack bear ZIP Codes having the same first three digits of ZIP Code as that shown on the sack label and that no identical 5-digit ZIP Codes are contained in quantities sufficient to make up a full or a substantially full sack, as appropriate for the presort rate level, for mail addressed to the same 5-digit ZIP Code destination. If it is found that one 5-digit sack could have been made up separately from the pieces in a 3-digit sack, the mailing is disqualified. If more than two pieces are found in any sack made up to the same 3-digit ZIP Code destination that bear a different first three digits of ZIP Code, the mail is disqualified.
c. If a mailing is disqualified, the next mailing by the customer at presort rates should have twice the number of sacks verified as specified in a. and b., and such intensified verification shall be extended to one-fifth of the customer's mailings during the following six-month period.

.26 FOURTH-CLASS LIBRARY RATE

Only the articles specifically described in this section may be mailed at the fourth-class library rate provided by 135.14. The identification statement *Library Rate* must be placed conspicuously on the address side of each package. Each package must show in the address or return address the name of a school, college, university, public library, or name of a nonprofit religious, educational, scientific, philanthropic, agricultural, labor, veterans, or fraternal organization or association. No permit is required.

a. The following specific items when loaned or exchanged between schools, colleges, or universities and public libraries, museums and herbaria, nonprofit religious, educational, scientific, philanthropic, agricultural, labor, veterans, or fraternal organizations or associations; or when cooperatively processed by libraries; or loaned or exchanged between libraries, organizations, or associations, and their members, readers, or borrowers, may be mailed at the library rate:
   (1) Books, consisting wholly of reading matter, scholarly bibliography, or reading matter with incidental blank spaces for notations and containing no advertising other than incidental announcements of books.
   (2) Printed music, whether in bound form or in sheet form.
   (3) Bound volumes of academic theses in typewritten or duplicated form.
   (4) Periodicals, whether bound or unbound.
   (5) Sound recordings. [See also 135.26b(2).]
   (6) Other library materials in printed, duplicated, or photographic form or in the form of unpublished manuscripts.
   (7) Museum materials, specimens, collections, teaching aids, printed matter, and interpretative materials intended to inform and to further the educational work and interests of museums and herbaria.

b. The following specific items when sent to or from schools, colleges, universities, public libraries, museums and herbaria and to or from nonprofit religious, educational, scientific, philanthropic, agricultural, labor, veterans, or fraternal organizations or associations, may be mailed at the library rate:
   (1) 16-millimeter or narrower width films; filmstrips; transparencies; slides; microfilms; all of which must be positive prints in final form for viewing.
   (2) Sound recordings.
   (3) Museum materials, specimens, collections, teaching aids, printed matter, and interpretative materials intended to inform and to further the educational work and interests of museums and herbaria.
   (4) Scientific or mathematical kits, instruments, or other devices.
   (5) Catalogs of the materials in 135.26b(1) - (4) and guides or scripts prepared solely for use with such materials.

c. Books, including books to supplement other books, consisting wholly of reading matter or scholarly bibliography or reading matter with incidental blank spaces for notations, and containing no advertising matter other than incidental announcements of books, when mailed from a publisher or a distributor to a school, college, university, or library, may be mailed at the library rate.

d. When 5,000 or more identical pieces are mailed at the rates in 135.14 during a single day and there are enough pieces for the same destination to fill approximately one-third of a sack, they must be presorted and placed in sacks under the instructions contained in 134.432, and 134.436a(2), b(2), c(2), d(2), and e(2). When 1,000 or more but less than 5,000 identical pieces are mailed at these rates during a single day and there are enough pieces for the same destination to fill approximately one-third of a sack, they must be presorted and placed in sacks under the instructions in 134.432, and 134.436b(2), c(2), d(2), and e(2).

.27 CONTESTED CLASSIFICATION

See 146.141.

.543 *All Other Items Listed in 135.214 and 135.215*

Enclosures are not permitted except as provided in 135.522, and 139.3.

135.6 SEALING

Fourth-class mail must be wrapped or packaged so that it can be easily examined. Mailing of sealed parcels at the fourth-class rates of postage is considered consent by the sender to postal inspection of the contents. To assure that their parcels will not be opened for postal inspection, customers should, in addition to paying the first-class rate of postage, plainly mark their parcels *First Class* or with similar endorsements.

135.7 ADDRESSING

The address of all fourth-class matter mailed at bound printed matter, bulk parcel post, library, and special rate fourth-class rates must contain a complete ZIP Code.

135.8 PLACE OF MAILING

.81 Articles mailed at single piece fourth-class rates may be mailed at a post office, branch, or station, or handed to a rural or star route carrier.

.82 Mailing at bulk or presort rates must be made at a station or branch specified by the postmaster.

.83 Parcels exceeding the limits of size and weight for articles mailed at post offices with 950 or more revenue units that originate in and are prepared in cities or towns served by such post offices may not be diverted to other post offices or to a rural or star route carrier for mailing.

Part 136

PRIORITY MAIL

136.1 RATES

Weight over 13-ounces and not exceeding—pound(s)	Rate					
	Local zones 1, 2, and 3	Zone 4	Zone 5	Zone 6	Zone 7	Zone 8
1	$1.56	$1.58	$1.60	$1.62	$1.64	$1.67
1.5	1.73	1.77	1.84	1.90	1.97	2.07
2.0	1.89	1.96	2.07	2.18	2.29	2.46
2.5	2.05	2.15	2.29	2.43	2.59	2.78
3.0	2.21	2.33	2.50	2.68	2.88	3.09
3.5	2.37	2.51	2.70	2.91	3.15	3.38
4.0	2.53	2.69	2.90	3.14	3.41	3.67
4.5	2.68	2.86	3.09	3.35	3.65	3.94
5.0	2.83	3.03	3.27	3.56	3.88	4.20
6	3.13	3.37	3.64	3.98	4.35	4.72
7	3.43	3.71	4.01	4.40	4.82	5.24
8	3.73	4.05	4.38	4.82	5.29	5.76
9	4.03	4.39	4.75	5.24	5.76	6.28
10	4.33	4.73	5.12	5.66	6.23	6.80
11	4.63	5.07	5.49	6.08	6.70	7.32
12	4.93	5.41	5.86	6.50	7.17	7.84
13	5.23	5.75	6.23	6.92	7.64	8.36
14	5.53	6.09	6.60	7.34	8.11	8.88
15	5.83	6.43	6.97	7.76	8.58	9.40
16	6.13	6.77	7.34	8.18	9.05	9.92
17	6.43	7.11	7.71	8.60	9.52	10.44
18	6.73	7.45	8.08	9.02	9.99	10.96
19	7.03	7.79	8.45	9.44	10.46	11.48
20	7.33	8.13	8.82	9.86	10.93	12.00
21	7.63	8.47	9.19	10.28	11.40	12.52
22	7.93	8.81	9.56	10.70	11.87	13.04
23	8.23	9.15	9.93	11.12	12.34	13.56
24	8.53	9.49	10.30	11.54	12.81	14.08
25	8.83	9.83	10.67	11.96	13.28	14.60
26	$9.13	$10.17	$11.04	$12.38	$13.75	$15.12
27	9.43	10.51	11.41	12.80	14.22	15.64
28	9.73	10.85	11.78	13.22	14.69	16.15
29	10.03	11.19	12.15	13.64	15.16	16.68
30	10.33	11.53	12.52	14.06	15.63	17.20
31	10.63	11.87	12.89	14.48	16.10	17.72
32	10.93	12.21	13.26	14.90	16.57	18.24
33	11.23	12.55	13.63	15.32	17.04	18.76
34	11.53	12.89	14.00	15.74	17.51	19.28
35	11.83	13.23	14.37	16.16	17.98	19.80
36	12.13	13.57	14.74	16.58	18.45	20.32
37	12.43	13.91	15.11	17.00	18.92	20.84
38	12.73	14.25	15.48	17.42	19.39	21.36
39	13.03	14.59	15.85	17.84	19.86	21.88
40	13.33	14.93	16.22	18.26	20.33	22.40
41	13.63	15.27	16.59	18.68	20.80	22.92
42	13.93	15.61	16.96	19.10	21.27	23.44
43	14.23	15.95	17.33	19.52	21.74	23.96
44	14.53	16.29	17.70	19.94	22.21	24.45
45	14.83	16.63	18.07	20.36	22.68	25.00
46	15.13	16.97	18.44	20.78	23.15	25.52
47	15.43	17.31	18.81	21.20	23.62	26.04
48	15.73	17.65	19.18	21.62	24.09	26.56
49	16.03	17.99	19.55	22.04	24.56	27.08
50	16.33	18.33	19.92	22.46	25.03	27.60

136.1 RATES (Cont'd)

Weight over 13 ounces and not exceeding—pound(s)	Rate					
	Local zones 1, 2, and 3	Zone 4	Zone 5	Zone 6	Zone 7	Zone 8
51	16.63	18.67	20.29	22.88	25.50	28.12
52	16.93	19.01	20.66	23.30	25.97	28.64
53	17.23	19.35	21.03	23.72	26.44	29.16
54	17.53	19.69	21.40	24.14	26.91	29.68
55	17.83	20.03	21.77	24.56	27.38	30.20
56	18.13	20.37	22.14	24.98	27.85	30.72
57	18.43	20.71	22.51	25.40	28.32	31.24
58	18.73	21.05	22.88	25.82	28.79	31.76
59	19.03	21.39	23.25	26.24	29.26	32.28
60	19.33	21.73	23.62	26.66	29.73	32.80
61	19.63	22.07	23.99	27.08	30.20	33.32
62	19.93	22.41	24.36	27.50	30.67	33.84
63	20.23	22.75	24.73	27.92	31.14	34.36
64	20.53	23.09	25.10	28.34	31.61	34.88
65	20.83	23.43	25.47	28.76	32.08	35.40
66	21.13	23.77	25.84	29.18	32.55	35.92
67	21.43	24.11	26.21	29.60	33.02	36.44
68	21.73	24.45	26.58	30.02	33.49	36.96
69	22.03	24.79	26.95	30.44	33.96	37.48
70	22.33	25.13	27.32	30.86	34.43	38.00

EXCEPTION. Parcels weighing less than 15 pounds, measuring over 84 inches but not exceeding 100 inches in length and girth combined, are chargeable with a minimum rate equal to that for a 15-pound parcel for the zone to which addressed.

136.2 CLASSIFICATION

.21 DESCRIPTION

Priority mail consists of firstclass mail weighing more than 13 ounces and other mail which is mailed for expeditious handling and transportation

.22 ACCEPTABLE ARTICLES, EXCEPTIONS

.221 Generally, matter acceptable in domestic surface mail may be transported by aircraft except:

a. Anything susceptible to damage or which may become harmful because of changes in temperature or atmospheric pressures unless protected against the effects of such changes;
b. Magnetic material having a field strength sufficient to cause a compass deviation at a distance of 15 feet (4.6 meters) or more from any point on the package;
c. Flammable liquids and solids;
d. Radioactive matter;
e. Matter specifically excluded from air shipment by the regulations of the Department of Transportation, 49 CFR, Parts 100-189; Federal Aviation Agency, 14 CFR, Part 103; or the applicable restricted articles tariffs of the air carriers.

.222 Certain restricted articles as described in 49 CFR, Parts 100-189; 14 CFR, Part 103; and the restricted articles tariffs of the air carriers may be accepted for air transportation if they are properly packaged. Such articles must be labeled and bear a shipper's certification in triplicate as required by 14 CFR, Part 103, Federal Aviation Regulations, or must be marked in the manner prescribed by the air transport restricted articles tariff, e.g., *ORA Group A—DRY ICE.*

.223 Mailers are reminded that first-class mail is now regularly carried by air. Therefore, all merchandise sent by first-class mail is governed by these regulations.

.23 APPLICATION OF RATES

.231 Priority mail articles addressed to military post offices overseas (Army, Air Force, and Fleet post offices, and Naval vessels) require postage at the priority mail zone rate applicable between the mailing post office and the post office shown in the address, except as provided in section 135.152.

.232 The eighth zone priority mail rates apply to articles mailed between:

(1) its Possessions,
(2) the Canal Zone, and
(3) the islands of the Trust Territory of the Pacific;

b. The Possessions of the United States and
(1) the Canal Zone, and
(2) the islands of the Trust Territory of the Pacific; and

c. The Commonwealth of Puerto Rico and
(1) the Possessions of the United States,
(2) the Canal Zone, and
(3) the islands of the Trust Territory of the Pacific.

.233 The priority mail rates according to zone apply to articles mailed between:

a. The United States and
(1) the Commonwealth of Puerto Rico, and
(2) the Virgin Islands, and

b. Between the Commonwealth of Puerto Rico and the Virgin Islands.

136.3 WEIGHT AND SIZE LIMITS

.31 WEIGHT

Priority mail may weigh up to 70 pounds. See part 126 for the exception to this limit for articles addressed to certain APO's and FPO's.

.32 SIZE

Priority mail is limited to 100 inches in combined length and girth. See part 126 for the exception to this limit for articles addressed to certain APO's and FPO's, and 135.32 for instructions on how to measure parcels.

136.4 PAYMENT OF POSTAGE

Mailers of priority mail matter may pay postage by adhesive stamps, stamped envelopes and postal cards, meter stamps, and permit imprints.

136.5 ADDITIONS AND ENCLOSURES

There are no special restrictions with respect to written additions and enclosures in priority mail.

136.6 MARKING, SEALING, AND DEPOSITING

.61 Place the word priority prominently on the address side of flat mail preferably below the stamps and above the address, and on the top, bottom, and sides of parcels. The return address of the sender must be shown on the address side of each parcel mailed at zone rates of postage.

.62 Priority mail may be sealed or left unsealed without affecting the priority rate.

.63 Priority mail must be deposited at the post office, branch, or station, or handed to a rural or star route carrier.

Part 137

OFFICIAL MAIL

137.1 MEMBERS OF CONGRESS

.11 COLLECTION OF POSTAGE, FEES AND CHARGES

Postage, fees and charges, on mail sent under the franking privilege by the Vice President, Members and Members-elect of Congress, Delegates or Delegates-elect, the Resident Commissioner or Resident Commissioner-elect from Puerto Rico, the Secretary of the Senate, Sergeant at Arms of the Senate, each of the elected officers of the House of Representatives (other than a Member of the House), and Legislative Counsel of the House of Representatives, and the Senate are paid quarterly by a lump sum to the Postal Service.

.12 DESCRIPTION

Official mail of Members of Congress is sent without prepayment of postage and bears a written signature, printed facsimile signature or other required marking instead of a postage stamp. Mail accepted under frank, and the officials authorized to use franked mail, are shown in 137.13.

.13 AUTHORIZED USERS

Persons authorized to use the frank	Matter that may be franked	Marking required	Period during which the frank may be used
Vice President of the United States, Members of Congress, Resident Commissioners, Secretary of the Senate, Sergeant at Arms of the Senate, and each of the elected officers of the House of Representatives (other than Members of the House).	Public documents printed by order of Congress.	The words *Public Document*—and the letters U.S.S. or M.C. must appear on the address side.	Until the 1st day of April following expiration of their respective terms of office.
Members of Congress and Resident Commissioners.	Congressional Record or any part of it or any reprint of any part of it or speeches or reports contained in it, if relating to official business, activities or duties.	The words *Congressional Record* or *Part of Congressional Record*—and the letters U.S.S. or M.C. must appear on the address side.	During term of office only.
Members of Congress.	Seeds and agricultural reports from the Department of Agriculture.	The signature and title, either written or printed facsimile, of the person entitled to frank it, must appear on the address side.	Until the 30th day of June following the expiration of their terms of office.

.13 AUTHORIZED USERS (Cont'd)

Persons authorized to use the frank	Matter that may be franked	Marking required	Period during which the frank may be used
Vice President of the United States, Members and Members-elect of Congress, Resident Commissioners, Secretary of the Senate, Sergeant at Arms of the Senate, each of the Elected officers of the House of Representatives (other than a Member of the House), Legislative Counsels of the House of Representatives and the Senate	Official correspondence including mailgrams.	Mailgrams may be sent in standard Mailgram envelopes. For other correspondence, the signature and title, either written or printed facsimile, of the person entitled to frank it, must appear on the address side.	During term of office only. When the position of Secretary, Sergeant at Arms, elected officer, or Legislative Counsel is vacant, privileges may be exercised in officer's name by authorized persons
Vice-President-elect.	All mail, sent by him in connection with preparation for the assumption of official duties as Vice President	The signature and title, either written or printed facsimile, of the Vice-President-elect must appear on the address side.	Until assumption of duties as the Vice President.
Former Vice President, each former Member of Congress, the former Secretary of the Senate, the former Sergeant at Arms of the Senate, each former elected officer of the House (other than a former Member of the House), and each former Delegate or Resident Commissioner.	Matter on official business related to the closing of their respective offices.	The signature and title, either written or printed facsimile, of the person entitled to frank it, must appear on the address side.	During the 90-day period immediately following the date on which he leaves office.
Former Speakers of the House.	Public documents, seeds and agricultural reports from the Department of Agriculture, official correspondence including Mailgrams.	The signature and title, either written or printed facsimile, of the former Speaker, or appropriate Mailgram or public document marking as indicated above, must appear on the address side.	For as long as the former Speaker determines necessary.

.14 RESTRICTIONS

The following restrictions apply to franked mail:

a. Matter transmitted under frank of the Vice President, each Member of or Member-elect to Congress, the Secretary of the Senate, the Sergeant at Arms of the Senate, each of the elected officers of the House of Representatives (other than a Member of the House), each Delegate or Delegate-elect, the Resident Commissioner or Resident Commissioner-elect, and each Legislative Counsel of the House and the Senate must relate to the official business, activities, and duties of the Congress of the United States.

b. Matter transmitted under frank of the former Vice President, each former Member of Congress, the former Secretary of the Senate, the former Sergeant at Arms of the Senate, each former elected officer of the House of Representatives (other than a former Member of the House), and each former Delegate or Resident Commissioner must be on official business relating to the closing of his respective office.

c. No franked mail will be admitted to the mail unless admissible as ordinary mail.

d. A person entitled to use franked mail may not loan his frank or permit its use by any committee, organization, or association; or permit its use by any person for the benefit or use of any committee, organization, or association. This restriction does not apply to any committee composed of Members of Congress.

d. Franked mail is forwarded like any other mail, but when once delivered to the addressee it may not be remailed. A package of franked pieces may be sent by a person entitled to the franking privilege to one addressee, who, on receiving and opening the package, may on behalf of such person place addresses on the franked articles and mail them.

f. Franked mail is handled as ordinary mail.

g. Franked mail must be addressed to the recipient by name, *except as provided in 122.442.*

.15 WEIGHT AND SIZE LIMITS

.151 *Weight*

Official correspondence may not exceed 70 pounds.

.152 *Size, Shape, Ratio, and Sealing*

The provisions of 131.222, 131.32, 134.32, and 141.113 apply.

.16 FORWARDING MAILING RECORDS FOR FRANKED MAIL

.161 Post offices serving the offices of persons entitled to use the franking privilege must record on Form 103, Originating Franked Mail, the number of pieces of originating franked mail, the dollar value of special service fees, the number of incoming address corrections and the dollar value of incoming postage due items processed during each accounting period. The value of special service fees paid with postage affixed will not be recorded on the form. Do not report on Form 103 mail endorsed **Second-Class, Controlled Circulation Rate** or **Third-Class Bulk Rate**. The original Forms 3542 and 3602-PC must be submitted to Headquarters for such mailings. See 122.514c for post office reporting procedures for mailing lists submitted for correction by persons entitled to use the franking privilege. Forms 103, 3542 and 3602-PC prepared for franked mailings must be forwarded to the following office for billing purposes:

Revenue Statistics Branch
Office of Statistical Programs & Standards
U.S. Postal Service Headquarters
(Attn: Originating Franked Mail)
Washington, DC 20260

.162 Submit the completed form(s) in one batch no later than five working days after the close of each accounting period. A separate report must be submitted for each accounting period and should include all mailings for that accounting period only. Reports on Form 103 are not required by postmasters regarding revenue due the Postal Service on *POSTAGE AND FEES PAID* matter sent by agencies and departments of the Federal Government.

.163 Occasional franked mailings made at other post offices not regularly serving local Congressional offices may be reported by the originating post offices on Form 13, *Routing Slip*, or by memorandum.

.164 Post Offices regularly serving local Congressional offices must submit negative reports if no franked mail items are processed during an accounting period. Submission of negative reports by other post offices where occasional mailings originate is not required.

137.2 EXECUTIVE AND JUDICIAL OFFICERS

.21 COLLECTION OF POSTAGE AND FEES

Departments, agencies, and establishments of the United States Government must reimburse the Postal Service the equivalent amount of postage and fees due for the official mail service they receive. Instructions governing the manner of reimbursement for official mail service are issued and administered by the Manager, Government Revenue and Examination Branch, Finance Department. Federal Government offices and officers must promptly furnish, in the manner and form requested, all information the Manager considers necessary to assure the accuracy of measurements of official mail use and the adequacy of budgeting to facilitate timely payment. The Manager may require offices and officers to establish improved methods of estimating or measuring official mail volume, or to initiate the use of postage meters or other forms of positive accountability for the use of official mail services, where he determines such action is necessary to secure adequate reimbursement to the Postal Service. Prior to making any such determination the Manager will consult with the office or officer involved as to possible alternative actions that might be taken which would be effective but which might have a better cost/benefit ratio. If the Manager, nevertheless, decides to require the use of postage meters or other forms of positive accountability for the use of official mail services, adequate advance notice will be given to affected agencies.

.22 DESCRIPTION

The following kinds of mail may be sent as Federal Government mail by those authorized to use this privilege:

a. Official mail relating exclusively to the business of the Government of the United States mailed by officers of the executive and judicial branches of the Government; official mail of legislative counsel for the House of Representatives and the Senate; official mail of the Superintendent of Documents; and official correspondence concerning the Congressional Directory under direction of the Joint Committee on Printing. *NOTE:* Mail matter such as retirement announcements, Christmas cards, job resumes, and all similar materials which do not relate exclusively to the business of the Government may not be sent as penalty or postage and fees paid mail.

b. All correspondence, bulletins, and reports relating to agricultural extension work and home economics carried on in cooperation with the United States Department of Agriculture, when mailed by the college officer or other person connected with the extension department of the college who has been designated by the Secretary of Agriculture. Mailings may be deposited by the designated officer only at the authorized post office. Correspondence must be conducted under the name of the designated officer. Correspondence with autograph signature may be sealed but all other matter must be left unsealed.

c. All correspondence, bulletins, pamphlets and other matter promoting cooperative extension work as a Federal enterprise or otherwise relating exclusively to the business of the Government of the United States, when mailed by cooperative extension agents of the United States Department of Agriculture Extension Service, such as county agents, county home demonstration agents, farm management demonstrators and farm forestry agents, as part of their official duties. Correspondence mailed by cooperative extension employees should be signed by an authorized agent of the United States Department of Agriculture, who should give his official title, indicating that he is an officer of the United States Government entitled to use official mail.

d. Bulletins, reports, periodicals, reprints of articles, and other publications necessary for the dissemination of results of researches and experiments, including lists of publications available for distribution, when mailed by agricultural experiment stations designated by the act of March 2, 1887, as amended by the act of August 11, 1955, as follows:

The officer in charge of a station that claims the privilege of sending materials without prepayment of postage through the mail must file an application with the Office of Mail Classification, Rates and Classification Department, through the post office where the station is located, stating the date of establishment of the station, its name or designation, its official organization, the names of its officers, the name of the college, school or institution to which it is attached, if any, the legislation of the State or Territory providing for its establishment, and any other legislation granting it the benefits of the act of Congress referred to in this section.

e. Annual reports of Government-aided colleges established under the act of July 2, 1862, when addressed to the Secretary of the Interior, the Secretary of Agriculture, and to any other Government-aided college. The postmaster receiving the annual reports from an officer of the college will use a post office penalty envelope or label to send it through the mail.

f. Copyright material sent to the Register of Copyrights with claim for registration, as follows:

(1) Postmasters receiving the claim for registration and any articles that are required to accompany the claim will use a post office penalty envelope or label to send the matter to the Register of Copyrights, Washington, DC 20540.

(2) If requested to do so, the postmaster will give a receipt for articles delivered to him to accompany a claim for registration.

(3) When desired, the person submitting copyright matter to the postmaster may also present the fee for copyright registration enclosed in a sealed envelope addressed to Register of Copyrights, Washington, DC 20540, which must have postage prepaid at the letter rate. The postmaster, after canceling the postage stamps, will enclose the envelope containing the fee together with the copyright material in the post office penalty envelope sent to the Register of Copyrights.

(4) Matter for copyright enclosed in post office penalty envelopes will not be sent by registered mail unless the registry fee is prepaid.

.23 AUTHORIZED DEPARTMENTS AND AGENCIES

.231 Departments and agencies authorized to use official mail services are as follows:

ACTION
Administrative Conference of the United States
Administrative Office of the United States Courts
Advisory Commission on Intergovernmental Relations
Advisory Committee on Federal Pay
Advisory Committee on National Growth Policy Process
Advisory Council on Historic Preservation
Agency for International Development
Agriculture, Department of
Air Force, Department of the
Alaska Power Administration
Alaska Railroad
Alcohol Drug Abuse and Mental Health Administration
Alcohol, Tobacco and Firearms, Bureau of
American Battle Monuments Commission
American Revolution Bicentennial Administration
Appalachian Regional Commission
Architect of the Capitol
Architectural & Transportation Barriers Compliance Board
Army, Department of the
Board for International Broadcasting
Bonneville Power Administration
Botanic Garden, United States
Business Economics, Office of
Census, Bureau of the
Center for Disease Control
Central Intelligence Agency
Civil Aeronautics Board
Civil Rights, Commission on
Civil Service Commission, United States
Coast Guard, United States
Commerce, Department of
Commission on Federal Paperwork
Committee for Purchase of Products and Services of the Blind and other Severely Handicapped
Commodity Futures Trading Commission
Community Services Administration
Comptroller of the Currency, Office of the
Congressional Budget Office
Cost Accounting Standards Board
Cost of Living Council
Council on Wage and Price Stability
Court of Claims, United States
Court of Customs and Patent Appeals, United States
Court of Military Appeals, United States
Customs, Bureau of
Customs Court, United States
Defense Civil Preparedness Agency
Defense Communications Agency
Defense Contract Audit Agency
Defense, Department of
Defense Intelligence Agency
Defense Investigative Service
Defense Logistics Agency
Defense Manpower Commission
Defense Mapping Agency
Defense Nuclear Agency
Delaware River Basin Commission
District of Columbia Court of Appeals
Domestic & International Commerce, Bureau of
Drug Enforcement Administration
Economic Advisers, Council of
Economic Development Administration
Education, Office of
Employment & Training Administration (Employment Security)
Energy Research & Development Administration
Engraving and Printing, Bureau of
Environmental Protection Agency
Environmental Quality, Council on
Equal Employment Opportunity Commission
Farm Credit Administration
Farmers Home Administration
Federal Aviation Administration
Federal Bureau of Investigation
Federal Communications Commission
Federal Crop Insurance Corporation
Federal Deposit Insurance Corporation
Federal Energy Administration
Federal Highway Administration
Federal Home Loan Bank Board
Federal Law Enforcement Training Center
Federal Maritime Commission
Federal Mediation and Conciliation Service
Federal Power Commission
Federal Prison Industries, Incorporated
Federal Railroad Administration

Federal Reserve System, Board of Governors
Federal Supply Service
Federal Trade Commission
Fine Arts, Commission of
Fish and Wildlife Service
Food and Drug Administration
Foreign Claims Settlement Commission of the United States
Foreign Direct Investments, Office of
General Accounting Office
General Services Administration
Geological Survey
Government Financial Operations, Bureau of
Government Printing Office
Great Lakes Basin Commission
Harry S Truman Scholarship Foundation
Health, Education, and Welfare, Department of
Health Resources Administration
Housing and Urban Development, Department of
Immigration and Naturalization Service
Indian Affairs, Bureau of
Indian Claims Commission
Inter-American Foundation
Interior, Department of the
Internal Revenue Service
International Boundary and Water Commission
Interstate Commerce Commission
Joint Chiefs of Staff
Justice, Department of
Kennedy, John F., Center for the Performing Arts
Labor, Department of
Land Management, Bureau of
Law Enforcement Assistance Administration
Library of Congress
Management and Budget, Office of
Marine Corps, United States
Marine Mammal Commission
Maritime Administration
Merchant Marine Academy, United States
Mines, Bureau of
Mining Enforcement and Safety Administration
Minority Business Enterprise, Office of
Mint, Bureau of the
Missouri River Basin Commission
National Advisory Council on Economic Opportunity
National Aeronautics and Space Administration
National Bureau of Standards
National Capital Planning Commission
National Commission for Productivity and Quality of Working Life
National Commission on Electronic Fund Transfers
National Commission on Libraries and Information Science
National Commission on Water Quality
National Credit Union Administration
National Foundation on the Arts and the Humanities
National Gallery of Art
National Highway Traffic Safety Administration
National Institute of Education
National Institutes of Health
National Labor Relations Board
National Mediation Board
National Park Service
National Science Foundation
National Security Council
National Transportation Policy Study Commission
National Transportation Safety Board
Navy, Department of the
New England River Basins Commission
Nuclear Regulatory Commission
Occupational Safety and Health Commission
Oceanic and Atmospheric Administration, National
Office of Drug Abuse Policy
Office of Information for the Armed Forces
Office of International Affairs
Office of Technology Assessment
Organization of American States
Outdoor Recreation, Bureau of
Overseas Private Investment Corporation
Panama Canal Company
Pan American Health Organization (Sanitary Bureau)
Patent Office
Pennsylvania Avenue Development Corporation
Pension Benefit Guaranty Corporation
Postal Rate Commission
Presidential Clemency Board
Prisons, Bureau of
Public Debt, Bureau of the
Public Health Service
Railroad Retirement Board

Reclamation, Bureau of
Regional Action Planning Commissions
Renegotiation Board
St. Lawrence Seaway Development Corporation
Saline Water, Office of
Secret Service, United States
Securities and Exchange Commission
Selective Service System
Small Business Administration
Smithsonian Institution
Social and Rehabilitation Service
Social Security Administration
Southeastern Power Administration
Southwestern Power Administration
Special Action Office for Drug Abuse Prevention
Special Representative for Trade Negotiations, Office of the
State, Department of
Superintendent of Documents
Superior Court of the District of Columbia
Supreme Court of the United States
Tax Court, United States
Technical Information Service, National
Telecommunications, Office of
Telecommunications Policy, Office of
Tennessee Valley Authority
Transportation, Department of
Transportation Systems Center
Travel Service, United States
Treasurer of the United States, Office of the
Treasury, Department of the
United States Information Agency
United States International Trade Commission
United States Soldier's & Airmen's Home
University of Health Sciences—Uniformed Services
Upper Mississippi River Basin Commission
Urban Mass Transportation Administration
Veterans Administration
Water Resources Council

.232 Departments and agencies created since publication of the list in 137.231 and other departments or agencies not appearing on the list may inquire of the Manager, Government Revenue and Examination Branch, Finance Department, regarding possible authorization to use official mail services.

.233 The right of an officer to use the official mail privilege ceases immediately when he leaves office.

.24 INDICIUM

.241 An area 1 1/4 inches by 3 inches is reserved in the upper righthand corner of the mail piece for the indicium. No other markings may appear in this area except boarders extending no further than one-quarter inch from the envelope edges.

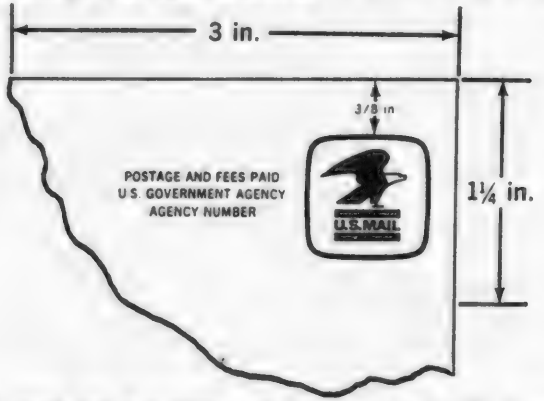
.242 a. The indicium for letter size official mail must not be handwritten or typewritten and must consist of the postal emblem (actual size shown below) located 3/8 inch from the top edge of the mail piece; and, to the left of the postal emblem, the words *Postage and Fees Paid*, the name of the department or agency, and the agency number.

b. The postal emblem may be reduced in size to not less than 5/8 inch by 5/8 inch and the indicium area to not less than 1 inch by 2 inches.

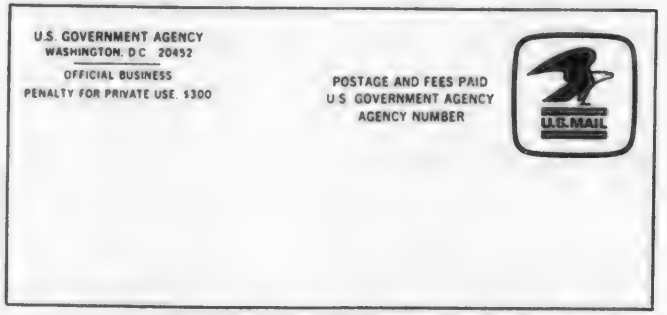
c. Use of the postal emblem as part of the indicium is optional on larger than letter-sized mail.

d. The postal emblem may be omitted on self-mailers completely printed by computer with no provisions for printing designs other than letters and numerals, provided the items are faced, sorted, and tied in bundles by ZIP Code.

e. Any endorsement for special service or class of mail should be placed approximately 1/4 inch below the indicium.



.243 Official mail of departments or agencies must bear in the upper left corner of the mail piece (as shown below) the complete return address and the words *Official Business, Penalty for Private Use, $300.* The return address and statement may not be handwritten or typewritten.



.244 Official mail of designated State extension directors must bear in the upper left corner the name of the agricultural college and the name of the post office at which the mail is to be accepted without prepayment of postage, followed by the name and title of the designated officer and the words *Cooperative Agricultural Extension Work—Acts of May 8 and June 30, 1914.* The postal emblem, the words *Postage and Fees Paid U.S. Department of Agriculture*, and the agency number must appear in the upper right corner of the address side.

.245 Official mailings by agricultural experiment stations must bear in the upper left corner of the address side the name of the station, the name of the post office at which the matter is to be accepted, and the name and title of the

officer in charge of the station, followed by the word *Publication*. The title of the bulletin or report may be used. The postal emblem, the words *Postage Paid U.S. Department of Agriculture*, and the agency number must appear in the upper right corner of the address side.

.246 Official mailings made by cooperative extension agents described in 137.22c must be prepared in accordance with the provisions of 137.242 and .243.

.247 The markings required in 137.242 through .246 may not be used to transmit mail other than official mail.

.248 Mail of departments and agencies which is not sent by use of official envelopes or labels as provided in 137.242 through .246 must have postage prepaid. The regular rates and conditions apply.

.25 REPLY AND CONTRACTOR USE.

.251 Except as provided in 137.252, .253, and .254, a department or agency authorized to use the official mail privilege may not loan or furnish official envelopes or labels to any private person, concern, or organization, or permit the use of such envelopes or labels for private benefit.

.252 A department or agency authorized to use the official mail privilege may furnish printed official reply envelopes and labels, preaddressed to a Federal Government office or officer, to a person, concern, or organization from or through whom official matter is desired. Reply envelopes and labels may not be furnished to bidders, nor may they be furnished to contractors under this provision other than for the return of extraordinary, non-recurring matter. (For envelopes and labels for contractors generally, see 137.253, .254.)

.253 A department or agency authorized to use the official mail privilege may request the Manager, Government Revenue and Examination Branch, Finance Department, to issue a permit for that department or agency to authorize printer-mailer contractors to use official envelopes and labels to mail, on behalf of that department or agency matter printed at Government expense. As provided in 137.257, any department or agency requesting a permit must furnish with the request all information the Manager considers necessary to insure accurate reimbursement to the Postal Service for private use of offical envelopes and labels.

.254 A department or agency authorized to use the official mail privilege may request the Manager, Government Revenue and Examination Branch, Finance Department, to issue a permit for that department or agency to authorize non-printer-mailer contractors to use official envelopes and labels, pre-addressed to a Federal Government office or officer, for the transmission of official matter for a specified time, or in the performance of specific contracts with the office or officer. As provided in 137.257, any department or agency requesting a permit must furnish with the request all information the Manager considers necessary to insure accurate reimbursement to the Postal Service for private use of official envelopes and labels.

.255 The Manager, Government Revenue and Examination Branch, Finance Department, or his designee, shall review each request under 137.253, or .254 and permit the department or agency to authorize contractor use of official envelopes and labels for a period of one year if he determines that the department or agency has established sufficient accountability procedures to insure reimbursement to the Postal Service for mail service provided to

contractors. In making this determination, the Manager, or his designee, shall consider factors including, but not limited to, the following:

a. Any relevant misuse of the official mail privilege, including the misuse of official envelopes or labels for the transmission of nonofficial matter by contractors licensed by the department or agency under 137.253 or .254;
b. Any relevant failure of the department or agency to comply with official mail reimbursement instructions issued by the Manager under 137.21, including failure to establish accurate methods for estimating or measuring the volume of official mail;
c. The method, such as use of a permit imprint, bulk permit, or meter, proposed by the department or agency for obtaining adequate information to insure full reimbursement for the proposed contractor use of offical mail.

.256 Official envelopes and labels used by any person, concern, organization, or contractor, as provided in 137.252, .253, and .254 must bear the printed return address of one of the authorized departments or agencies listed in 137.231 and be printed in the form set out in 137.242 and .243. No return name and address of a private person, concern, organization, or contractor may be shown. When a special service is required, the envelope or label must be preprinted with the type of special service desired. Private users of offical envelopes and labels may not add their own marking for these services.

.257 Departments and agencies authorized to use the official mail privilege must reimburse the Postal Service for the private use of official envelopes and labels under 137.252, .253, .254, as provided in instructions issued and administered by the Manager, Government Revenue and Examination Branch, Finance Department. Departments and agencies, and any contractors authorized by them to use official envelopes and labels, shall promptly furnish, in the manner and form requested, all information, including but not limited to contractor name, points and dates of mailing, classes, quantities, and single-piece weights of mail matter, the Manager considers necessary to insure accurate reimbursement to the Postal Service for private use of official envelopes and labels.

.26 WEIGHT AND SIZE LIMITS

.261 **Weight.**—Official mail must conform to the weight limitations in sections 131.31, 134.31, 135.31 (except that parcels weighing 70 pounds may be accepted at all post offices), and 136.3.

.262 **Size.**—a. If physically possible, mail should be prepared to be within the range of sizes which can be machine processed, and also most efficiently hand processed. This range of sizes, referred to as letter-size mail, is as follows:

Characteristic	Minimum mailable size (inches)	Maximum letter size (inches)
Height	3	5 3/4
Length	5	11 1/2
Thickness[1] (must be uniform)	0.007	0.25

[1] Cards exceeding 4 1/4 in. in height and/or 6 in. in length must be at least 0.009 in. thick and should not be thicker than 0.013 in.

b. If mail pieces must be larger than letter-size, mailers should avoid the use of items over 9 inches by 12 inches whenever possible. Items larger than that are especially difficult to handle even by manual methods.
c. Mail, other than letter-size mail, may not exceed 100 inches in combined length and girth. See 135.32 for instructions on how to measure.

.263 Shape.—a. Envelopes, cards, and self mailers must be rectangular, regardless of size or class of mail.

b. Letter-size mail must have a maximum ratio of height to length of 1 to 1.4, and a minimum ratio of 1 to 2.5.

.27 SERVICES TO BE PROVIDED

.271 Treatment.—All official mail must be treated as first-class mail, unless it is endorsed to a lower class. EXCEPTION: Pieces weighing over 13 ounces must be treated as third- or fourth-class mail unless endorsed as priority mail. Official mail endorsed to indicate a special service must be given the service indicated. (See Publication 42 regarding international mail.) EXCEPTION: Reply envelopes and labels and envelopes and labels used by contractors must be preprinted with special service endorsements (see 137.256). Endorsements which are typewritten, handwritten, rubber stamped or applied by adhesive stickers are not acceptable on preprinted reply envelopes and labels.

.272 Forwarding, Return, and Address Correction Services.—Official mail on which forwarding, return, or address correction service has been requested must be given the service requested without being rated for collection of postage due. The Postal Service is reimbursed pursuant to 137.11 and 137.21 for postage due accruing on offical mail.

.273 Mailing Permits.—Applications for mailing permits must be handled in the following manner:

a. Postage Meter

(1) License. the regular procedures prescribed in Part 144 must be followed. EXCEPTION: Prepayment is not required at time of setting. Meters must be set to maximum capacity to preclude unnecessary settings, and billings must be handled on a centralized basis from headquarters. A special official mail meter-stamp design is prescribed for meters used for official mail (see 144.41). The license to use a postage meter Form 3601—A, Application For a Postage Meter License, must be approved by the Government Revenue and Examination Branch. A copy of the license must be provided to the post office at the authorized location as the authority to set the meters without prepayment. Form 3610, Record of Meter Setting, must be executed and maintained by the meter-setting employee for each Federal Government entity. A separate ledger should also be maintained for Government meters. The original of Form 3603, Receipt of Postage Meter Setting, must be given to the agency and the copy forwarded to the Government Revenue and Examination Branch, along with a copy of the postage Form 3610 for billing purposes.

(2) Mailings. Federal Government agencies are not entitled to send official mail at nonprofit rates or other subsidized rates, but must use the full unphased rates for all classes of mail matter for which postage rates are phased. This includes mailings made at second-class, controlled circulation, and special fourth-class rates. Post offices serving Federal Government agencies using postage meters must monitor such mailings for possible postage deficiences.

b. Second Class

(1) Application. Federal Government agencies may apply for second-class mail privileges for periodical publications which meet the basic qualifying conditions stated in 132.22 by completing Form 3501, Application for Second-Class Mail Privileges. Form 3501 and two copies of the publication on which the application is based should be filed at the post office of the place where the known office of publication is located. Postmasters must verify the circulation of the publication for which an application is filed and complete the appropriate items on the application. The verification results must be recorded in column (c) on

the back of the application. The postmaster's report portion on the front must be completed giving a description of the records examined which substantiate the circulation of the publication. The application and a copy of the publication must be transmitted to the Director, Office of Mail Classification, for processing.

(2) Mailing. Official mail sent at second-class rates must meet the provisions of Parts 125 and 132. Exception: The provisions of 125.68 and 132.25 do not apply to such mailings. The address side of each copy, or its envelope or wrapper, must be plainly marked SECOND-CLASS MAIL or SECOND-CLASS MAIL NEWSPAPER (as appropriate) preferably in a position beneath the official indicium and above the address of the recipient. See 137.275a for billing of postage charges.

c. Controlled Circulation

(1) Application. Federal Government agencies may apply by letter or memorandum to mail publications at controlled circulation rates if they meet the qualifying conditions in 133.21. The application and a copy of the publication on which it is based may be filed at the post office where the mailings will be made or sent directly to the Director, Office of Mail Classification. Applications which are filed at local post offices must be forwarded by the postmaster to the Director.

(2) Mailings. Official mail sent at controlled circulation rates must meet the provisions of Part 133. Exception: the provisions of 133.3 do not apply to such mailings. The address side of each copy, or its envelope or wrapper, must be plainly marked CONTROLLED CIRCULATION RATE preferably in a position beneath the official indicium and above the address of the recipient. See 137.275a for billing of postage charges.

d. Bulk Third-Class Permits

(1) Application. Federal Government agencies may apply to mail at regular bulk third-class rates by letter or memorandum. The application may be filed at the post office where the mailings will be presented or sent directly to the Director, Office of Mail Classification. Applications which are filed at local post offices must be forwarded by the postmaster to the Director.

(2) Mailings. Official mail sent at bulk third-class rates must meet the provisions of Part 134. Exception: the provisions of 134.422 and 134.423 do not apply to such mailings. The address side of each piece, or its envelope or wrapper must be plainly marked THIRD-CLASS BLK RT preferably in a position beneath the official indicium and above the address of the recipient. See 137.275c for billing of postage charges.

e. Permit Imprints

(1) Application. Federal Government agencies may apply to mail identical pieces of first- and fourth-class mail under the permit imprint system. The application may be filed by letter, memorandum or on Form 3601, Application to Mail Without Affixing Postage Stamps, either at the post office where the mailings will be made or sent directly to the Director, Office of Mail Classification. Applications filed at local post offices must be forwarded by the postmaster to the Director. A special form of permit imprint is prescribed for official mail sent at first- and fourth-class rates (see 145.4).

(2) Mailings. Official mail sent under permit imprint must meet the provisions of Part 145. Exception: The provision of 145.13, 145.33, 145.561, and 145.562 do not apply to such mailings. Form 3083, Trust Account Receipts and Withdrawals, does not reflect mailings made under permit imprint by Federal Government agencies. See 137.275b for billing of postage charges.

f. Business Reply Mail

(1) Application. A Federal Government agency or department may apply for a business reply permit by filing an application in duplicate on Form 3614, *Application To Distribute Business Reply Cards, Envelopes, Cartons, and Labels,* at the post office where the mail will be returned. On receipt of the application, the postmaster will complete the approval and permit portions of the form. The application portion of the orginal

and duplicate copies will be annotated *Federal Government Agency*. Deliver the original permit portion to the applicant. The original copy of the application portion will be filed in the post office pursuant to the provisions of PSM 131.232b. The duplicate copy of the application and the duplicate permit portion will be forwarded to the Manager, Government Revenue and Examination Branch, Accounting Division, U.S. Postal Service Headquarters, Washington, DC 20260, for annual fee and accounting fee billing purposes.

(2) Mailings. The number of pieces of business reply mail returned each day to a Federal Government agency will be recorded by the post office where the mail is returned on Form 25, *Trust Fund Account*, together with the amount chargeable for postage and fees. At the end of each accounting period, all Forms 25 will be forwarded to the Manager, Government Revenue and Examination Branch, for billing purposes. *If no business reply mail items are received during an accounting period, the post office must submit a negative report on Form 25.* Post offices will make no collections of money at the local level from Federal Government agencies in connection with issuance of business reply permits or postage and fees due on such mail. Annual fees, accounting fees, postage, and business reply charges will be paid by Federal Government agencies in accordance with the reimbursement procedures of PSM 137.21. All other postal regulations pertinent to the preparation and distribution of business reply mail are applicable to such mail prepared and distributed by Federal Government agencies. Irregularities must be handled in accordance with the general instructions in PSM 137.81.

g. Approved Applications

If an application for any mailing permit is approved, each postmaster at the post office of entry must be advised. Postmasters must insure that mailings are properly presorted and otherwise prepared in accordance with the requirements of their classification.

.274 Fees.—Postmasters must not collect fees due for second-class or permit imprint applications nor must they collect annual bulk-mailing fees. The fees must be included in the next regular billing made to the respective agency by the Government Revenue and Examination Branch at Headquarters.

.275 Mailing Statements for Billing Purposes.

a. Form 3542, Statement showing number of Copies of Second-class or Controlled Circulation Publication Mailed. Federal Government agencies must file Form 3542 at the entry post office for offical mail sent at second-class and controlled circulation rates. The postmaster must forward the forms to Headquarters for billing purposes. Preparation of Form 3541, *Computation of Second-Class or Controlled Circulation Postage*, is not required.

b. Form 3602, Statement of Mailing Matter With Permit Imprints. Federal Government agencies must present Form 3602 at the post office when first- and fourth-class official mail is sent under the permit imprint system. At the end of each accounting period Form 3602 and corresponding Forms 3607, *Weighing and Dispatch Certificate*, together with Forms 3609, *Record of Permit Imprint Mailings*, must be forwarded by the postmaster to Headquarters for permit imprint billing purposes.

c. Form 3602-PC, Bulk Rate Mailing Statement—Third-Class Mail. Federal Government agencies must present Form 3602—PC at the post office when official mail is sent at bulk third-class rates. The front of the form must be fully completed by the mailer to identify the mailing agency and must include the following information:

(1) The permit number should be a six-digit coding. Zeros should be added at the end of the authorized permit number if it is not a six-digit coded number (for example 005-200).

(2) The date and total number of pieces in the mailing should be complete and legible.

(3) The designation of type of matter mailed such as circulars, books, or catalogs, should be indicated in the appropriate block.

(4) The weight of a single piece should be indicated in ounces and carried five places to the right of the decimal point Examples are:
1 ounce to be written as—1.00000
3/4 ounce to be written as—.75000
2/3 ounce to be written as—.66667
1/2 ounce to be written as—.50000
1/3 ounce to be written as—.33333
1/4 ounce to be written as—.25000

(5) The back of Form 3602—PC must be fully completed and signed by the receiving employee.

.276 Forwarding Billing Records.—All mailing statements and copies of Forms 3541, 3541A, 3602, 3602—PC, 3603, and 3610 pertinent to official mailings and meter settings must be forwarded to the following address at Headquarters for billing purposes:

Manager, Government Revenue & Examination Branch, U.S. Postal Service Headquarters, 475 L'Enfant Plaza West SW, Washington, DC 20260.

The Forms 3602 and 3602—PC must be forwarded at the end of each accounting period. The other forms should be forwarded when mailings or meter settings occur.

.277 Exception Reports.

a. Irregular Mailings

(1) Improper Preparation. If any official mailing other than first class or priority mail is not properly prepared or otherwise fails to qualify for a rate with which the pieces are endorsed, the mail must not be accepted. For presorted mail that does not comply with preparation requirements, a report must be submitted immediately to the Government Revenue and Examination Branch so that the agency can be billed at the appropriate rate.

(2) Mailings Without Authorization. If official mail is presented for acceptance as second-class, controlled circulation, bulk third-class, permit imprint or metered mail at a post office without authorization, it must be accepted and processed by the post office in accordance with 137.81. An exception report must be submitted with the mailing statement or other record to the Government Revenue and Examination Branch.

.28 ZIP CODING OF MAIL.

.281 Addressing.—The address on all official mailings of Federal departments and agencies under 137.2 must include the ZIP Code number.

.282 Presorting and Postage Charges.—If identical pieces of individually addressed matter are included in a single mailing at the bulk rates in 131.12, 134.12, 135.122, 135.132 and 136.13, the mail must be prepared as prescribed for each bulk category.

137.3 CENSUS AND NATURALIZATION MAIL.

.31 CENSUS MAIL.—Official envelopes and labels prepared in accordance with 137.24 and pre-addressed to the Department of Commerce or to one of its bureaus or agencies, may be used to transmit mail relating to a collection of statistics, survey or census authorized by title 13, United States Code.

.32 NATURALIZATION MAIL.—Official envelopes and labels prepared in accordance with 137.24 and pre-addressed to the Department of Justice, to the Immigration and Naturalization Service, or to any of its officials may be used by clerks of courts to transmit mail relating to naturalization.

137.4 STATE EMPLOYMENT SECURITY MAILINGS

All mail of State employment security offices cooperating with the Department of Labor that bears, in the upper left corner of the address side, the words *Official Business* printed immediately below the name and address of the State employment agency and, in the upper right corner, the words *Postage and Fees Paid, Employment Security Mail* LAB-449 will be accepted without prepayment of postage or fees. Postage and fees chargeable are collected periodically under a special arrangement with the Postal Service. Such matter will be given the service indicated on the cover.

137.5 ABSENTEE BALLOTING MATERIALS

.51 PURPOSE

Balloting materials consisting of post card applications, ballots, voting instructions, and envelopes, are sent through the mail without prepayment of postage, for the purpose of enabling every person in any of the following categories to vote by absentee ballot when he is absent from the place of his voting residence and is otherwise eligible to vote:

a. Members of the Armed Forces while in the active service and their spouses and dependents.
b. Members of the merchant marine of the United States and their spouses and dependents.
c. Citizens of the United States temporarily residing outside the territorial limits of the United States and the District of Columbia and their spouses and dependents when residing or accompanying them. To be mailable free of postage, the balloting materials must be deposited at a United States post office, an overseas United States military post office, or presented to an American embassy.

.52 ELECTIONS AFFECTED

The materials may be sent for any general election of electors for President and Vice President or of Senators and Representatives in Congress and for other general, primary, and special elections.

.53 MARKINGS REQUIRED ON BALLOT ENVELOPES AND POST CARD APPLICATIONS

.531 Envelopes used to send balloting material and envelopes supplied for return of the ballot must have printed across the face two parallel horizontal red bars, each ¼ inch wide, extending from one side of the envelope to the other side, with an intervening space of ¼ inch, the top bar to be 1¼ inches from the top of the envelope, and the words *Official Election Balloting Material* or similar language as prescribed by State law, between the bars. There must be printed in the upper right corner of each envelope in a rectangular box the words *Free of U.S. Postage*. All printing on the fact must be in red with an appropriate inscription or blanks for return address of sender in the upper left corner.

Name and complete military, naval, or merchant marine address

Free of U. S. postage

OFFICIAL ELECTION BALLOTING MATERIAL

Secretary of State of ----------
(Home State)

Capital city of home State)

(Home State, Zip Code)

.532 The Federal post card application shall be approximately 9½ x 4⅛ inches in size. On the address side of the card shall be printed in red ink the following:

FILL OUT BOTH SIDES OF THE CARD

(Name)
(Unit, Gov. Agency, or Office)
(Mil. Base, Station, Ship or Office)
(Street No., APO, or FPO No.)
(City, State, Zip Code)

FREE OF U. S. Postage

OFFICIAL ELECTION BALLOTING MATERIAL

To: ----------
(Title of Election Official)

(County or Township)

(City or Town, State, Zip Code)

137.6 PRESIDENT-ELECT, FORMER PRESIDENT, SURVIVING SPOUSE OF FORMER PRESIDENT AND SURVIVING SPOUSE OF MEMBER OF CONGRESS

.61 PRESIDENT-ELECT

All mail of any President-elect sent by him in connection with his preparations for the assumption of official duties as President may be accepted subject to the provisions of 137.233.

.62 FORMER PRESIDENT AND SURVIVING SPOUSE OF FORMER PRESIDENT

All nonpolitical mail of former United States Presidents, and of the surviving spouse of a former President, shall be accepted without prepayment of postage if it bears the written signature of the sender, or a facsimile signature and the words Postage and Fees Paid in the upper right corner of the address side.

.63 SURVIVING SPOUSE OF MEMBER OF CONGRESS

Upon the death of a Member of Congress during his term of office the surviving spouse of such Member may send, without prepayment of postage for a period not to exceed one hundred and eighty days after the death of the Member, correspondence relating to the death of the Member, provided it bears the written signature of the sender, or a facsimile signature in the upper right corner of the address side.

137.7 GENERAL SECRETARIAT OF THE ORGANIZATION OF AMERICAN STATES AND PAN AMERICAN SANITARY BUREAU

The General Secretariat of the Organization of American States and Pan American Sanitary Bureau are authorized by law to transmit official matter without prepayment. The mail must bear the printed clause citing the penalty for private use instead of postage stamps. It must be prepared like Federal Government penalty mail and is subject to the same restrictions. See 137.233, 137.24, and 137.25.

137.8 GENERAL INSTRUCTIONS

.81 OFFICAL MAIL NOT TO BE DETAINED

Official mail of any kind must not be detained even though there are indications of abuse of official mailing privileges. It must be promptly dispatched and delivered to the addressee. Reports of the indicated abuse must be submitted to the Office of Mail Classification, Rates and Classification Department.

.82 SEPARATION OF OFFICIAL MAIL BY MAILER

Official mail must be separated according to the class of mail and special service requested before it is deposited at the post office. Second-class, controlled circulation, bulk third-class and special rate fourth-class mail must be prepared in accordance with Part 125 or sections 134.43, or 135.216. The postmaster will furnish appropriate sack labels with which to identify the various types of mail.

Part 138

FOR THE BLIND AND OTHER HANDICAPPED PERSONS

138.1 CONDITIONS

The following conditions are applicable to articles mailable free of postage under this section:

a. Except as provided in 138.21 the matter is for the use of the blind or other persons who cannot use or read conventionally printed material because of a physical impairment who are certified by competent authority as unable to read normal reading material;
b. No charge, or rental, subscription, or other fee, is required for such matter or a charge, or rental, subscription, or other fee is required for such matter not in excess of the cost thereof;
c. The matter may be opened for postal inspection;
d. The matter contains no advertising.

138.2 ITEMS MAILABLE FREE

.21 Unsealed letters sent by a blind person or a person having a physical impairment as described in section 138.1a in raised characters or in 14 point or larger sightsaving type or in the form of sound recordings;

.22 Reading matter and musical scores;

.23 Sound reproductions;

.24 Paper, records, tapes, and other material for the production of reading matter, musical scores, or sound reproductions;

.25 Reproducers or parts thereof for sound reproductions; and

.26 Braille writers or typewriters, or parts thereof, used for writing by or specifically designed or adapted for use of a blind person or a person having a physical impairment as described in section 138.1a.

.27 Educational or other materials or devices, or parts thereof, specifically designed or adapted for use of a blind person or a person having a physical impairment as described in section 138.1a.

138.3 MARKINGS

All matter mailed under the provisions of Part 138 shall show the words *Free Matter for the Blind or Handicapped* in the upper right corner of the address side.

138.4 WEIGHT AND SIZE LIMITS

The weight and size limitations in 135.31 are applicable to mailings made under this part.

Part 139

MIXED CLASSES

139.1 MAIL OF A HIGHER CLASS ENCLOSED WITH MAIL OF A LOWER CLASS

When mail of a higher class is enclosed with mail of a lower class, the rate of postage on the entire piece or package is that of the higher class except as provided in 139.3. See 139.2 for attachment of letters to parcels of second-, third-, and fourth-class mail.

139.2 COMBINATION MAILINGS OF TWO CLASSES

.21 ATTACHMENT

Letters or other pieces of first- or third-class mail may be placed in an envelope and securely tied or otherwise attached to the address side of a second-, third-, or fourth-class mailing piece. The envelope must be placed on the address side of the principal mailing piece. Combination envelopes or containers having separate parts for the two classes of mail may be used. See 134.8 concerning the sealing of third-class mail.

.22 ADDRESSING

The name and address of the sender and the name and address of the addressee should be placed on both the principal mailing piece and the attachment. If both names and addresses do not appear on both pieces, the sender's name and address must be placed on one and the name and address of the addressee must be placed on the other. Combination containers having inseparable portions or compartments are mailable with the names and addresses on only one portion.

.23 POSTAGE

Postage on the second-, third-, or fourth-class mail must be prepaid at the appropriate rate and must be placed in the upper right corner of the address space. Postage at the appropriate first- or third-class rate must be paid for the attachment and affixed to it.

.24 MARKINGS REQUIRED

First-class attachments may be marked *First Class* or *Letter Enclosed*. Third-class attachments must be marked *Third Class*.

139.3 MAILING ENCLOSURES OF DIFFERENT CLASSES

.31 ENCLOSURES MAILED WITH SECOND-CLASS AND CONTROLLED CIRCULATION PUBLICATIONS

.311 *First- and Third-Class Enclosures*

Separate and independent pieces of first- or third-class mail may be mailed as enclosures with second-class and controlled circulation publications.

.312 *Payment of Postage*

Postage at the appropriate first- or third-class rate must be paid for each separate enclosure. Pieces of related matter enclosed with a publication as a unit may be regarded as a single enclosure for purpose of computing postage. The postage may be placed on the enclosure by using precanceled or meter

stamps, or the postage may be placed on the outside envelope, wrapper, or cover by using precanceled stamps, meter stamps, or permit imprints. Postage at the second-class pound or per copy rates or postage at the controlled circulation rates must be paid on the publication in the manner prescribed by Part 125. When postage at the transient second-class rate is paid on the publication, follow the procedure in 139.32.

.313 *Marking Required*

When postage for the enclosure is placed on the outside envelope, wrapper, or cover of a publication, the mailer must mark each piece as required by 139.325. Markings are not required when postage is placed on the enclosure.

.32 ENCLOSURES MAILED WITH THIRD- AND FOURTH-CLASS PARCELS

.321 *First-Class Enclosures*

a. Letters may be enclosed with books, catalogs, and merchandise mailed at third-class rates. (See 139.2 for mailing letters with other third-class matter.) Letters may be enclosed in fourth-class parcels. Postage at the first-class rate must be paid for each letter.
b. An incidental first-class addition to a third- or fourth-class mailing piece, but inseparable from the piece to which it is attached, e.g., label, tag, etc., will, for postage payment purposes, be treated as though it were a separate first-class enclosure.

.322 *Third-Class Enclosures*

Third-class mail may be enclosed in a fourth-class parcel mailed at the special rates in 135.12, 135.13, and 135.14 or mailed free under 138. Postage at the applicable third-class rate must be paid for enclosures except the items listed in 135.6.

.323 *Placement of Enclosure*

The enclosure should be placed on top of other items in the parcel when practical.

.324 *Payment of Postage*

Postage for the enclosure must be placed on the outside of the parcel. It may be added to the postage for the parcel and the total amount paid together, or the postage for the enclosure may be affixed separately from the postage for the parcel.

.325 *Marking Required*

The mailer must place the endorsement *First-Class Mail Enclosed* or *Third-Class Mail Enclosed* on each parcel below the postage and above the address. The endorsement may be handstamped, handwritten, typewritten, printed, or put on by any other method.

.33 PENALTY

.331 *Failure to Pay*

If postage is not paid at the appropriate rate in the manner provided for by 139.31 and 139.32 for letters or other pieces of first- or third-class mail, the second-class publications or the third- or fourth-class parcels in which they are enclosed will be subject to the higher rate applicable to the enclosure.

.332 *Concealment*

Mailers are subject to a fine of not more than $100 if they knowingly conceal letters or other pieces of first- or third-class mail in second-class publications or in the third- or fourth-class parcels without paying the appropriate rate of postage on the enclosures in the manner provided for by 139.31 and 139.32.

139.4 TREATMENT

.41 FORWARDING

Pieces of second-, third-, or fourth-class mail having other classes of mail enclosed under the combination mail arrangements provided for by section 139.2 are subject to the same conditions for forwarding as single pieces of second-, third-, or fourth-class mail (see Part 158). If the enclosure is first-class mail, that fact will not affect the conditions of forwarding.

.42 RETURN

.421 Undeliverable combination mail pieces, including those which cannot be forwarded, one part of which is first-class mail, shall in all cases be returned to the sender subject to the charge for return according to its class. See sections 159.22, 159.23, 159.24, 159.25, and 159.26. The weight of the first-class piece will not be included when computing the charge for return of the second-, third-, or fourth-class portion.

.422 Any undeliverable combination mailing piece which does not include first-class matter shall be disposed of as provided in Part 159.

.423 If for any reason an undeliverable combination mailing piece, one part of which is first-class mail, is not returnable to the sender, it will be treated as provided in section 159.72.

139.5 SPECIAL SERVICES

Combination mailing pieces may be sent as special delivery or in the case of third- or fourth-class parcels as special handling, and only one fee applicable to the parcel is required. Combination pieces may not be registered. They may be sent insured or COD, the insurance to cover only the value of the parcel.

Subchapter 140 POSTAGE

Part 141

ENVELOPES, POSTAL CARDS, AEROGRAMMES

141.1 USE

.11 ENVELOPES

.111 COLOR

Use any light color that does not interfere with legible address and postmark. Do not use brilliant colors.

.112 QUALITY

Use paper strong enough to withstand normal handling. Highly glazed paper, or paper with an overall design, is not satisfactory.

.113 SIZE, SHAPE, AND RATIO

Envelopes of standard sizes and shapes are essential to the economical handling of mail, both by machine and manual methods. The following standards apply to envelopes:

a. Envelopes less than 3 inches in width (height) or 4¼ inches in length are nonmailable.
b. Envelopes more than 9 inches in width (height) or 12 inches in length are not recommended.
c. Envelopes having shapes other than rectangular are nonmailable.
d. Envelopes having a ratio of width (height) to length of less than 1 to 1.414 (1 to the square root of 2) are not recommended.

.114 WINDOW ENVELOPES

Window envelopes, or open panel envelopes, may be used under the following conditions:

a. The address window must be parallel with the length of the envelope.
b. The proper place for the address window is in the lower portion of the address side.
c. Nothing but the name, address, and any key number used by the mailer may appear through the address window.
d. The return address should appear in the upper left corner. If there is no return address and the delivery address does not show through the window, the piece will be handled as dead mail.
e. The address disclosed through the window must be on white paper or paper of a very light color.
f. When used for registered mail, they must conform with the conditions in 161.33.
g. Window envelopes, but not open panel envelopes, may be used for business reply mail provided:
   (1) All of the address side except the portion which will show through the window is prepared as required by 131.234.
   (2) An address prepared by any of the processes and in the style provided for by 131.234 is furnished by the distributor for use as an enclosure to return the envelope.
   (3) The window covering is of such texture as to allow maximum transparency.

.115 Green Border Envelopes and Cards

The use of envelopes and cards bearing a green border must be for first-class mail matter only. All envelopes and cards bearing a green border shall be charged postage equivalent to the first-class rate.

.12 PLAIN STAMPED ENVELOPES

.121 *Envelopes Available at Post Offices*

Kind	Size	Denomination	Item No.	Prices		
				Less than 500	500	1,000
Regular	6¾	13¢	631	$0.15	$68.55	$137.10
	10	13¢	131	.15	69.20	138.40
Window	6¾	13¢	632	—	69.00	138.00
	10	13¢	132	—	69.85	139.70
Precanceled	6¾	2¢	643	—	13.55	27.10
	10	2¢	123	—	14.20	28.40

Limit requisitions to a 3-accounting period supply. A minimum quantity of 500 plain stamped envelopes must be ordered even though this may cause some post offices to exceed the 3-accounting period stock level.

.122 *Sales at Post Offices*

Only sizes 6¾ and 10 regular will be sold in less than full box lots. Boxes contain 500 envelopes.

.123 *Discount on Sales of Plain Regular Stamped Envelopes*

a. *Definition.* Plain regular envelopes are charged to and carried on post office records at the amounts specified in *Handbook F—1.* Sales to customers are made at the rates specified in 141.12. This results in sales of 500 and multiples thereof out of the main stock or fixed credits being made at a discount.

b. *Recording Discount.* A record shall be kept of each bulk sale of 500 lots of plain regular envelopes. Use Form 3220, *Stamped Envelope Sales at Discount.* As each sale is made, record the date, purchaser's name, and quantity sold. The selling employee will obtain the purchaser's name from the check used for payment or by asking when payment is by cash. Do not refuse sales to those who decline to identify themselves. State purchaser declined identification in the name column. Enter the quantity in the proper size and denomination column.

c. *Reporting Discount.* Employees selling 500 lots may complete Form 3220 as often as necessary, but at least each accounting period at offices with 950 or more revenue units and each postal quarter at other offices in time for the discount to be included in a regular requisition submitted during the same period or quarter. The total amount of the discount claimed must be included in the total amount of the regular requisition for stock. Submit this requisition to the custodian of the main stock. The station superintendent or an employee in a similar capacity must verify the computations on Form 3220, enter his initials and submit the form direct to the director, office of finance, chief accountant or employee maintaining the cashbook as specified in Handbook F—1.

.124 *Precanceled Envelopes*

Only nonprofit organizations or associations covered in 134.5 may purchase 2.0 cent precanceled envelopes. Sales are made in full box lots only.

PART 142
STAMPS (ADHESIVE)

142.1 AVAILABILITY AND USE

.11 TYPES

Purpose	Form	Denomination and prices
Ordinary postage.	Single or sheet.	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 18, 20, 21, 24, 25, 30, 40, and 50 cents; $1 and $5.
	Books.	40 10-cent ($4),* 6 13-cent and 6 2-cent ($.90), 23 13-cent ($2.99)
	Coil of 100.	10* and 13 cents: (Dispenser to hold coils of 100 stamps may be purchased for 5 cents additional.)
	Coil of 500	1, 2, 3, 5, 6, 8, 10, and 13 cents, and $1.
	Coils of 3,000.	1,2, 3, 5, 6, 8, 10, 13, and 25 cents.
Airmail postage	Single or sheet.	21, 25, 26, and 31 cents Available for international airmail service.
Commemorative stamps.	Single or sheet.	Various denominations as announced.
Precanceled postage.	Single or sheet, coils of 500 and 3,000.	Available to permit holders only. (See part 143.)
Postage-due (for post office use only).	Single or sheet.	1, 2, 3, 4, 5, 6, 7, 8, 10, 11, 13, 30, and 50 cents; $1 and $5.

*Will be discontinued when stock is exhausted.

.12 USE

.121 Use stamps of the highest suitable denomination.

.122 Fix stamps firmly in the upper right corner of the address side of the mail cover.

.123 Any stamp partly concealed by an overlapping stamp may not be counted as postage.

.124 Postal employees (other than rural carriers as prescribed in 156.41) are not required to fix stamps to mail.

.125 Airmail postage stamps may be used to pay regular postage and fees for special services.

.13 PERFORATING

Postage and special delivery stamps may be perforated with an identifying mark if the holes do not exceed 1/32 of an inch in diameter and if the space taken by the mark is not larger than ½-inch square.

.14 REUSE PROHIBITED

Reuse of stamps with intent to cause loss to the Government is punishable by fine and imprisonment.

142.2 PURCHASE OF POSTAGE

.21 ACCEPTABLE FORM OF PAYMENT

Foreign or mutilated money is not acceptable. When the post office cannot make change, the exact amount of the purchase must be paid. Postal employees are not required to accept personal checks. To send money by mail, use money order or certified check.

.22 PURCHASE RECEIPTS

If the customer wants a receipt for purchases and has prepared the receipt in advance, the postal employee will stamp it upon payment. If the customer has not prepared but wants a receipt for purchases, Form 1096, Cash Receipt, will be used for postage and other services for which verification of payment is not already provided. The postal employee will fill in the total amount of the purchase and will stamp the form upon payment.

.23 POSTAGE DUE

Postage due must be paid in cash. Postage-due stamps may not be used for paying postage.

142.3 REPLENISHMENT OF STOCK BY WINDOW CLERKS

.31 CHANGE FUNDS

Change funds must not exceed 10 percent of the fixed credit or $100, whichever is smaller. Clerks assigned automatic changers may retain an additional $50.

.32 CLERKS REQUISITIONING ON WEEKLY OR 4-WEEK CYCLE

Main office window clerks at offices with 950 or more revenue units, who make direct-to-bank deposits, may requisition on a weekly or 4-week cycle provided equipment is adequate for protection of the fixed credit. Use Form 3310, *Stamp Sales Remittance.* Remit funds in excess of change funds daily near the end of tour of duty. Other window clerks at offices with 950 or more revenue units may be authorized to use Form 3310 to remit daily and requisition weekly provided protective facilities are adequate. When Form

143.3 MAILER'S PRECANCEL POSTMARK

Mailers may use a precancel postmark on stamped envelopes mailed at the first-class rate of postage. The precanceling imprint must include the name of the post office and State, the permit number preceded by the words *Mailer's Postmark*, the date of mailing, and sufficient cancellation lines to fully deface the stamp. In instances wherein substantial processing savings accrue to the Postal Service, the Manager, Mail Classification Division, U.S. Postal Service, Washington, DC 20260, may authorize precanceling adhesive postage stamps under the procedure described. The ink used for cancellation must provide adequate indelibility and sufficient contrast from the stamp to prevent re-use. Illustrated below is the authorized design of a mailer's precancel postmark:

143.4 PRECANCEL PERMITS

.41 APPLICATION FOR PERMIT

Applications for permits to use precanceled stamps, precanceled stamped envelopes, and mailer's precancel postmarks must be filed on Form 3620 at the post office where mailings will be made. Copies of this application form may be obtained from local postmasters. Applications to use the mailer's precancel postmarks must be accompanied with an imprint of the cancellation to be used.

.42 ISSUANCE OF PERMIT

.421 *Approval*

The postmaster will approve or disapprove the application. If it is approved, he will issue a *Precancel Permit* on Form 3620 to the applicant. If the permit covers the use of a mailer's precancel postmark, the permit will include a statement to that effect.

.422 *Post Office Precancels*

Issue permits on Form 3620. (See 143.42.) Deliver the permit to the applicant and file the application portion. Date each permit and number it consecutively beginning with No. 1 for the first permit issued at your office.

.423 *Mailer's Postmark Precancels*

On receipt of application on amended Form 3620, or by letter, to precancel Government stamped envelopes and postal cards by a mailer's postmark, issue a permit on an appropriately amended Form 3620. Follow procedure in 143.422. A specimen mailing piece bearing the proposed cancellation mark must be furnished by the applicant. File it with the application portion of Form 3620.

.43. REVOCATION

.431 Permits may be revoked if used in operating any scheme or enterprise of an unlawful character, or for the purpose of purchasing or acquiring stamps for other than mailing purposes, or for any noncompliance with the instructions on the *Permit*, Form 3620.

.432 The permit holder will be notified by letter by the postmaster at the post office that issued the permit that it is to be canceled, with the reasons for cancellation. The permit holder will be allowed 10 days within which to file a written statement showing why the permit should not be revoked. When no answer is filed, the postmaster will cancel the permit. If an answer is filed it should be forwarded with a statement of the facts to the Manager, Mail Classification Division, Finance Department, who will determine whether the permit shall be continued in effect. Notice of decision will be given the permit holder through the postmaster.

Part 144

POSTAGE METERS AND METER STAMPS

144.1 POSTAGE METERS

.11 USE OF METER STAMPS

.111 Postage may be paid by printing meter stamps with a postage meter on any class of mail. Metered mail is entitled to all privileges and subject to all conditions applying to the various classes of mail.

.112 Meter stamps may be used to prepay reply postage on letters and postcards under the following conditions:

a. Meter stamps must be printed directly on the envelope or card that bears the return address of the meter license holder in an amount sufficient to prepay in full the first-class rate.

b. Any photographic, mechanical, or electronic process, or any combination of such processes, other than handwriting, typewriting, or handstamping, may be used to prepare the address side of reply mail prepaid by meter stamps. The address side must be prepared both as to style and content in the following form without the addition of any matter other than a return address:

(Meter stamp to be placed here)

NO POSTAGE STAMP NECESSARY
POSTAGE HAS BEEN PREPAID BY

John Doe Company
123 Tremont Street,
New York, N Y 10010

c. Reply mail prepaid by meter stamps will be delivered only to the address of the meter license holder. If the address is altered, the mail will be held for postage.

.113 Postage meter stamps for zero postage shall not be affixed to items delivered by other carriers since this would give the impression of Postal Service delivery.

.12 DESCRIPTION OF METERS

Postage meters are made to print single, several, or all denominations of postage. They contain in one sealed unit the printing die or dies and two

recording counters. One adds and keeps a total of all postage printed by the meter. The other subtracts and shows the balance of postage remaining in the meter, after the use of which it will lock. From time to time, mailers take the meter to the post office to have this counter set for additional postage, which is added to the balance remaining. Payment must be made for each additional setting.

.13 METER MANUFACTURERS

Postage meters may be leased from authorized manufacturers who are held responsible by the Postal Service for the control, operation, maintenance, and replacement, when necessary, of meters manufactured by them. The following manufacturers are presently authorized to lease meters to mailers:

a. ADS-POSTALIA, INC., 1423 Centre Circle Drive, Downers Grove, Il 60515
b. F.M.E. Corporation, 7901 Oakport Street, Oakland, CA 94621
c. National Cash Register Co., Dayton, OH 45409
d. Pitney Bowes, Inc., Pacific & Walnut Streets, Stamford, CT 06904

144.2 METER LICENSE

.21 APPLICATION

A customer may obtain a license to use a postage meter by submitting *Application for a Postage Meter License*, Form 3601–A (or a form supplied by the manufacturer), to the post office where his metered mail will be deposited. No fee is charged. On approval, the postmaster will issue a license.

.22 RESPONSIBILITIES OF LICENSEE

.221 After a meter has been delivered to a licensee, he must keep it in his custody until returned to the authorized manufacturer or to the post office. A customer may not have a meter in his possession unless it has been set, sealed, and checked into service by the Postal Service. Avoiding the payment of postage through tampering with or misusing a meter is punishable by law.

.222 The licensee must enter in the *Daily Record of Meter Register Readings*, Form 3602–A, the figures appearing in the ascending and descending registers each day the meter is operated. Failure to make such entries will be considered grounds for revocation of a meter license. If at any time the sum of the two figures does not equal the total entered in the Form 3602–A at the last setting, the meter should be taken immediately to the post office, station, or branch where it was set, for examination. The post office will provide Form 3602–A when the meter is initially set. Additional copies will be provided as the forms are filed.

.223 The meters in the custody of the licensee and his records relating to meter transactions must be immediately available for examination and audit by the Postal Service or meter manufacturer, see 144.962, upon request.

.224 If a meter is not reset within a 6-month period, it must be presented together with related Forms 3602–A for examination at the post office, station, or branch where it is regularly set.

.225 If the meter's printing or recording mechanism is in any way faulty, it shall be immediately taken to the post office, station, or branch where it is regularly set to be checked out of service. Under no circumstances, shall the faulty meter be used.

.23 REVOCATION

.231 A license may be revoked if a meter is used in operating any scheme or enterprise of an unlawful character, for nonuse during any con-

secutive 12 months, or for any failure of the licensee to comply with the regulations governing the use of postage meters.

.232 The meter license holder will be notified by the postmaster if the license is to be canceled and the reasons for cancellation. Form 3604, *Nonuse of Mailing Permit or Meter License*, may be used if cancellation for nonuse is being considered. If no written statement of objection is filed by the license holder within ten days, the postmaster will cancel the license. If a written statement is filed, the appeal shall be referred by the postmaster to the Office of Mail Classification for resolution. The Office of Mail Classification will notify the license holder of the decision through the postmaster. If a meter license is revoked, the postmaster will note the date and reason for cancellation on Form 3601–A (see 144.21).

144.3 SETTING METERS

.31 REQUIREMENT

a. A customer may not have any postage meter in his possession until it has been set, sealed, and checked into service by the Postal Service. The manufacturer will bring the meter to the post office where it is to be regularly set for setting and sealing prior to delievery to the customer, unless it is serviced in accordance with 144.38.

b. Post offices shall not set any meter which is not licensed at that post office, except as specified in 144.344. In the event that a customer moves from one post office to another, the meter(s) shall be check out of service in accordance with 144.351 and it, or another meter(s), shall be licensed at the new post office before the meter(s) is reset or initial settings are made in a new meter(s). This does not apply to branches or stations within a post office (see 144.345).

.32 PLACE

Meter settings, including checking meters in and out of service, will be done only by designated employees at the post office, station, or branch where the metered mail will be deposited, except as provided for in 144.345. Postal employees will not be sent out of the post office to set meters except under the on-site meter setting program as provided for in 144.38. Contract stations and branches are not authorized to set meters.

.33 PAYMENT

a. Payment must be made for postage at the time the meter is set. Payment may be made by cash, check, money order, or by a withdrawal from a trust fund previously established with the post office for that purpose. See section 142, Fiscal Handbook F–1, regarding the acceptance of checks. Trust accounts may be established when the monthly mailing of a license is $500 or more. No activity in the account over a 60-day period shall be grounds for closing of the account by the post office and returning the trust funds to the mailer.

b. Receipts for payment to a trust account shall be made on Form 3544, *Post Office Receipt for Money*. The original will be given to the customer, the duplicate sent to the office maintaining the cashbook, and the triplicate retained by the employee setting the meter. Trust account transactions shall be recorded on Form 25, *Trust Fund Account*, kept on the individual account by the employee setting the meter. Daily totals of the money received for such trust funds shall be listed on the *Daily Cash Report*, Form 1412.

c. Receipts for individual meter settings shall be made on Form 3603, *Receipt for Postage Meter Settings*, in accordance with 144.342.

d. Refer to 144.384b and .385d for payment procedures under the on-site meter setting program.

.34 EXAMINATION AND SETTING

.341 *Examination*

a. When meters are brought in for reset or examination in accordance with 144.222, they shall be examined to determine if they operate properly or have been tampered with.

b. Meters not reset within a 6-month period shall be examined, if practicable, by an employee not assigned to setting postage meters.

c. Meters shall be examined to determine whether the seal, register windows, break-off screws, top cover, lock cover, or other visible parts, have been broken or tampered with, and whether the die hub or meter drum is locked in home position. If evidence of tampering or breakage is found, retain the meter and promptly notify the postal inspector in charge.

d. Serial numbers shall be checked to see that they agree with those listed on Form 3610, *Record of Postage Meter Settings*, and that the total of the two registers equals the last entry in column 8 of Form 3610. If the meter is not registering properly, it shall be checked out of service in accordance with 144.35.

e. Instances where daily entries are obviously not being made should be brought to the attention of the supervisor, for consideration of license revocation. An entry shall be made on Form 3610 when an examination (but no reset) has been made.

.342 *Setting*

a. Prior to setting, meters shall be examined in accordance with 144.341.

b. Record descending and ascending register readings *before* reset and their sum on Form 3603, prepared in triplicate. Verify that the sum agrees with the last entry in column 8 of Form 3610 and column C of Form 3602–A.

c. Set the meter in accordance with the manufacturer's instructions.

d. Seal the meter using official USPS sealing pliers furnished by the manufacturer. Assure that the seal is properly affixed and thoroughly compressed. After sealing, the lead seal shall be checked to make sure it cannot move on the wire.

e. Record readings of descending and ascending registers' readings (after setting) on Form 3603 and complete the form.

f. If payment is to be made by withdrawal from a trust account, record the transaction on Form 25 maintained for that account by the employee setting the meter.

g. Post information from Form 3603 to Form 3610 and complete the Form 3610 entry.

h. The original copy of Form 3603 shall be given to the customer with the meter and Form 3602–A. Copy 2 of Form 3603 shall be sent to the holder of the cash book, and copy 3 shall be kept in the receipt book by the meter setter.

i. When a meter manufacturer's representative brings in a meter for initial setting or withdrawal, or reports a meter lost, stolen, recovered or found, he shall provide a copy of an installation or withdrawal form. This shall be forwarded to the office where the meter files are kept (see 144.37).

.343 *Transfer of Units*

When units are transferred from one meter to another, a note shall be made after the entries on Forms 3602–A for both meters and Form 3610 as required by 144.342, indicating the value of the units transferred and the serial number of the postage meter from (to) which the units were transferred. When additional units are purchased at the time of transfer, a receipt Form 3603 shall be prepared for the additional units purchased in accordance with 144.342.

.344 *Setting Meter for Use at Another Post Office*

The postmaster who serves the place where a mailer is located may set a meter to be used in paying postage on mail presented at another post office when it will be a convenience to the mailer. Before doing so the following requirements must be met:

a. The postmaster must obtain confirmation from the sectional center facility where the post office of mailing is located, that the post office of mailing has adequate facilities for handling the mail. This is intended to improve coordination between the Postal Service and the mailer as to which point of mailing can provide the best service by virtue of acceptance and transportation facilities. The postmaster shall request this confirmation by memorandum, describing the nature of the material to be mailed (letter size, flats, etc.), volume, classes and frequency of mailing, and the desired place of mailing.

b. The mailer must obtain a meter license from the post office where the mailing is to be presented. When the license is received, it must be presented to the mailer's local post office with the meter for setting. The license will be returned to the licensee.

c. The postmark die must show the name of the post office of mailing. A separate meter must be used for each post office.

d. Payment for each meter setting must be made by check or money order payable to the postmaster at the post office where mailings will be made. See section 142.1, Handbook F–1, regarding acceptance of checks. Checks must be presented to the local post office when the meter is set. Trust funds will not be utilized to pay for setting such meters.

e. The employee setting the postage meter will complete Form 3618, *Local Setting of Postage Meter Licensed at Another Office*, in duplicate. The original of this form with the check and a stamped, self-addressed envelope (furnished by the mailer for return of Form 3603) will be sent in a post office penalty envelope to the postmaster where the mailings are to be made. The duplicate shall be retained by the employee setting the meter. A record of each setting shall be entered on Form 3610 at the office where the mailings are made and the completed Form 3603 will then be sent to the mailer.

f. Mail must be presented at a designated receiving point in the post office by the mailer's representative. It may not be consigned to the post office in bulk by freight, express, or other carrier. The postmaster may not act as the mailer's representative and the Postal Service has no responsibility for the articles until they are actually accepted in the mail.

g. Matter sent to other post offices for mailing must be shipped in private containers. Post offices will not furnish mail sacks for this purpose. The total weight of containers such as cartons, crates, etc., which must be lifted by postal employees shall not exceed 70 pounds.

h. When the use of a meter is discontinued, the meter shall be presented to the post office where it was set, for checking out of service. Any postage adjustment will be made by the postmaster where the mailings have been made.

.345 *Changing Place of Setting Meter*

a. When the place of setting is changed to a different branch or station of the same post office, Form 3610 shall be retained by the office, branch, or station which previously set the meter. The readings on the registers and the office, branch, or station where future settings are to be made shall be recorded on Form 3610 and a horizontal line drawn under this last entry. Form 3610 shall be retained for 3 years.

b. A new Form 3610 will be prepared and sent to the office which will make future resets. It shall have one entry stating office, branch, or station which previously did resets and the register readings when transferred. When appropriate, the second office can obtain this information by telephone and prepare the new Form 3610.

.346 *Reporting Receipts*

In filling out the *Daily Cash Report* (Form 1412 or 1412–A, as appropriate), stations, branches, and main office window unit personnel shall list the total of payments received for deposit in metered postage trust accounts as trust accounts receipts. The total of cash receipts for meter resets shall be listed as *Metered Postage*, A/C 40220. Duplicate copies of the corresponding Forms 3603 and 3544 shall be attached to the *Daily Cash Report*. Trust fund transactions shall be recorded on a Form 3083, *Trust Accounts Receipts and Withdrawals*, and forwarded with the *Daily Cash Report* to the chief accountant (or person designated to keep the cashbook) with copies of corresponding Forms 3603.

.347 *Meter Setting Supplies*

The manufacturer furnishes the postmaster with instructions for setting various types of meters and provides keys to the locks on the recording mechanism, a stylus (used in setting meters), lead seals and a sealing device. Protect these items to prevent their use by unauthorized persons. Keep the instructions in the binder holding Forms 3610. Requisition additional copies of the manufacturer's setting instructions from the nearest branch or headquarters office of the meter manufacturer. Requisition additional supplies of lead seals from the headquarters office of the meter manufacturer. Requisition the following forms from your supply office when the first application for a postage meter license is received at your office:

3083	Trust Accounts Receipts and Withdrawals.
3601–A	Application for a Postage Meter License.
3602–A	Daily Record of Meter Register Readings.
3603	Receipt for Postage Meter Settings.
3604	Nonuse of Mailing Permit or Meter License.
3610	Record of Postage Meter Settings.
3616	Report of Quarterly Verification of Metered Mail.
3977	Duplicate Key Envelope.

.348 *Custody of Meter Setting Keys*

Accurate custody records of meter keys will be maintained by post offices. Duplicate keys will be kept in *Duplicate Key Envelope*, Form 3977, and safeguarded in accordanee with the instructions on the envelope. A semiannual verification of keys will be made, with the entry for each key being initialed and dated as evidence of verification. The loss of any key shall be immediately investigated and reported to the regional controller and the meter manufacturer. If a key is subsequently recovered, promptly notify the regional controller and the manufacturer. Keys no longer required at an office and emergency requests for meter setting keys will be sent to the sectional center.

.35 CHECKING METER OUT OF SERVICE

.351 *Checkout Procedures*

a. When a mailer brings in a meter which he no longer requires or in which the printing and recording mechanism fails to record its operations correctly, promptly check the meter out of service. Notify the manufacturer's representative to call for the meter, if the meter user has not notified him.

b. Unused postage in the meter may be transferred to another meter used by the licensee and registered at the same post office, or the postmaster may refund the amount in accordance with provisions of 147.25 if the total readings of the ascending and descending registers are equal to or less than the total settings shown on the Form 3610. If the total of the register readings of the defective meter exceeds the total settings, deduct excess from the amount shown in the descending register to determine the amount

of postage to be refunded or transferred. When a meter fails to lock out and prints stamps in excess of the amount for which set, collect the additional amount due from the mailer in cash. Annotate Form 3603 *Over Use Payment* in the amount of setting block. Record the descending and ascending register readings and their sum, the old control total, on Form 3603, prepared in triplicate. Enter the number of units paid for in the number of units set space and the new control. Post information from Form 3603 to Form 3610 with the annotation *Over Use Payment*. The amount of postage due will be determined by adding the last setting to the previous ascending register reading, and subtracting this total from the current ascending register reading. When the payment is for a meter licensed at another post office, Form 3618 will be used.

c. Clear the descending register to zero or to lowest possible setting, except when the meter is jammed in mid-cycle.

d. Record on Form 3610 the date, reason, and whether unused units were transferred to another meter, including the number of the meter and the number and value of units transferred. When units of postage are refunded, show amounts and method of payment.

e. Form 3602–A must be submitted by the user when the meter is checked out of service. Enter in the book, below the last entry, the readings of both registers before and after checkout, the amount of postage transferred, and the meter it was transferred to. Make an entry on Form 3602–A of the second meter indicating the amount of postage transferred and the meter it was transferred from. If the meter record book does not show the ascending and descending register readings, totals, and dates for the last three settings, enter these in the book from the information on Form 3610 and notify the supervisor. If Form 3602–A is not available, furnish a report to the manufacturer stating that fact, furnishing register readings, totals, and dates after each of the last three settings. State also the amount of postage transferred to another meter. Return Form 3602–A to the licensee unless the meter was faulty (see 144.352). The licensee shall keep Form 3602–A for at least one year after date of final entry.

f. Enter date of discontinuance on numerical file record card for each meter checked out of service.

g. Turn the meter over to the meter manufacturer's representative with the lock unsealed. Provide the manufacturer with Form 3602–A if the meter was faulty.

.352 *Checkout of Faulty Meter*

a. When a meter is presented for checkout because of mechanical failure, follow the procedures in 144.351.

b. Upon request of the manufacturer, furnish a photostat copy of Form 3610 for any meter checked out because of faulty operation. Send the copy directly to the manufacturer.

c. After examination of a meter withdrawn because of apparent faulty operation affecting registration, the manufacturer will return the meter record book directly to the postmaster with a detailed statement explaining why the meter failed to function properly. The manufacturer may also recommend an appropriate postage adjustment. Determine from the manufacturer's report and other facts what postage adjustment, if any, is necessary. Return the meter record book to the meter user. In case of doubt regarding proper postage adjustment, report all facts to the Rates and Classification Department, Office of Mail Classification, for instructions.

.36 REFUNDS FOR UNUSED METER STAMPS

Refunds for unused meter stamps will be made in accordance with 147.25.

.37 RECORDS—FILES

Three basic files shall be kept for meters and meter licensees: a file of meter licenses, an alphabetical file of meter licensees and meters currently in use by

them, and a numeric file of postage meters. These files will be maintained in the main post office. They shall not be duplicated at branches, stations, or other locations but shall be kept so that information is readily obtainable by telephone or other means. Additional information concerning accounting records for Postal Service owned meters is contained in 144.74:

a. *License File.* A central file shall be maintained of all currently licensed users of postage meters. This file shall consist of approved Forms 3601–A (top portion of form). Canceled licenses shall be maintained for a period of one year and then disposed of.

b. *Meter User File.* This file consists of cards filed alphabetically by licensee, listing the manufacturer and serial number of meters in use. As meters are withdrawn, delete from the list by simply drawing a line through the serial number. This file and the numeric file shall be kept where they will be available for use any time the post office is open for business or mail is being processed.

c. *Numeric File.* This file shall consist of cards for each meter set by post office, branch, or station. Cards shall contain the make, model, and serial number of the meter and list the name of the meter user, date of installation, and date when withdrawn or reported lost or stolen.

.38 ON-SITE METER SETTING PROGRAM

.381 *General*

a. This program provides for meter settings to be accomplished by a Postal Service clerk on a regular basis where the meter is licensed within the area covered by that post office. The on-site meter setting duties shall be made part of a duty assignment and posted and filled in accordance with the National Agreement by the senior qualified clerk.

b. To the maximum extent practicable, Forms 3610 of customers enrolled in the program will be maintained at a single postal facility of record. Meter setting employees will operate from that facility and only set meters of customers enrolled in the program whose records are maintained at that location. The program also provides for checking meters into or out of service at meter manufacturer's branch offices.

c. The schedule of fees for on-site meter setting follow:

Private Businesses:	*Meter Company Offices:*
$5.00 First meter on scheduled basis	$5.00 each meter on a scheduled basis
$7.50 First meter on emergency basis	
$2.50 Each additional meter	

.382 *Meter Setting Material*

Meter setting employees will have the following items:

Form 3544—*Post Office Receipt for Money*
Form 3602–A—*Daily Record of Meter Register Reading*
Form 3603—*Receipt for Postage Meter Setting*
Form 3618—*Local Setting of Postage Meter Licensed at Another Office*
Lead Seals
Lead Seal Validator (sealing pliers)
Diagonal Cutters
Meter Setting Keys
Postmaster's Restrictive Bank Endorsement Rubber Stamp

Meter setting material shall be checked in by a supervisor upon return and provided locked protection when not in use.

.383 *Procedures*

a. Books of receipts Forms 3603 and 3544, shall be issued solely for the on-site meter setting unit.

b. Prior to leaving the designated office of record, the meter setting employee shall record the unit value, manufacturer's code, meter number and old control total from Form 3610 on Form 3603 for each of the scheduled customer settings for that day. For emergency or unscheduled meter settings, the information shall be obtained by telephone.

.384 *Setting Meter at Customers' Place of Business*

a. The meter setting employee shall examine and set the meter(s) in accordance with procedures established, except for item f and g in 144.342. The transcription of the data from Form 3603 to Form 3610, as required by 144.342g, shall be done upon return to the postal unit by an employee other than the meter setting employee. Item 9 on both remaining copies of Form 3603 must be checked and initialed by the employee who posts the data to Form 3610. Section 144.342f, calling for payment by withdrawal from a trust fund account, does not apply. Checks only may be used for payment of on-site meter fees and postage.

b. Payment for postage set into the meter and for the meter setting fees involved must be collected prior to leaving the customer's place of business. Payment must be by check. If more than one meter is involved, payments for all postage and fees may be combined into one check. A single Form 3544 may be issued to cover all fees; however, a separate Form 3603 must be completed for each meter. All checks shall be immediately backstamped with the postmaster's restrictive endorsement. A clerk who accepts a check in accordance with established procedures shall not be financially liable for an uncollectable check. The original copies of receipts, Forms 3603 and 3544, shall be given to the customer.

.385 *Setting Meters at Meter Company Branch Offices*

a. *Installation of New Meter*

(1) Verify that the customer has received a license and has issued a check for amount of postage to be set on meter.
(2) Prepare Form 3618 in quadruplicate for amount of check.
(3) Set descending register for amount of check; lock and seal meter.
(4) Fill out front cover of Form 3602–A; make initial entry on Form 3602–A showing installation of meter.
(5) Give triplicate of Form 3618, Form 3602–A, license, and meter to meter company representative who will deliver to customer.
(6) Give quadruplicate of Form 3618 to meter company representative for his files.
(7) Retain duplicate of Form 3618 for post office record.
(8) Prepare penalty envelope for sending the following items to the postal unit where meter will be set:
  (a) Original of Form 3618
  (b) Check from customer for dollar value of the setting.
  (c) Pre-addressed return envelope (penalty)
(9) The appropriate supervisor in the postal unit where the meter will be registered for setting will insure that Forms 3603 and 3610 are prepared from information shown on Form 3618 and that the original of Form 3603 is sent to the customer. There will be no change in procedure for disposition of the other two copies of Form 3603. The check will be included on the 1412 or 1412–A on the day it is received.

b. *Checking Meters Out of Service*

(1) A letter addressed to the postmaster authorizing the checkout must be presented with the meter to be checked out.

(2) Check the serial number of the meter and phone the postal unit where the meter is registered to verify the control total. The meter company representative will furnish the postal clerk with the name of this unit. If the meter is out of balance, treat as directed in 144.35.
(3) Prepare Form 3618 in duplicate, write *checkout* in *Amount of Check* block and send original to postal unit of registration; retain duplicate.
(4) Reduce descending register to zero or to lowest possible reading.
(5) Complete a *postage meter checkout request form*, provided by the company, and retain two copies. Send these two copies and a letter authorizing checkout to postmaster of postal unit where the meter is registered.
(6) Give meter and remaining two copies of checkout request form to meter representative. Meter should be locked but not sealed.
(7) If refund is due and proper (no machine malfunction), refund will be by Treasury check mailed directly to the customer, unless the latter prefers to call at the post office for it. No refunds will be made by the *on-site* postal employee.

c. *Transferring Postage From One Meter to a New Meter*

The procedure for transferring postage from one meter to another is essentially the same as checking out one meter and installing another:
(1) Follow steps 1 through 6 in 144.385b, *Checking Meters Out of Service*.
(2) Set postage on new meter to correspond with amount taken off of old meter and lock and seal new meter.
(3) Prepare Form 3602–A for customer.
(4) If customer desires more postage on new meter than was transferred to it, an additional Form 3618 must be prepared in quadruplicate with the same distribution.
(5) The appropriate supervisor at the postal unit where the meter is registered for setting will insure that Forms 3603 and 3610 are prepared from information shown on Form 3618 and that the original of Form 3603 is sent to the customer. There will be no change in procedure for disposition of the other two copies of Form 3603. If there is a check, it should be included on the 1412 or 1412–A the day it is received.

d. *Payment*

(1) Payment of postage set into meters and for the fees involved must be collected prior to leaving the meter manufacturer's branch office. Fees shall be charged for each transaction as outlined in 144.381c. The schedule for fees shall be the same for each type of meter transaction performed.
(2) Payment for meter setting fees must be either by check or through an advance deposit account:
  (a) If payment is made by check, issue a Form 3544 to cover the fees.
  (b) If paid through an advance deposit account, the meter setting employee shall be responsible for determining that the account is in good standing before leaving the postal installation to which he is assigned.
(3) Procedures for collection of meter setting fees through advance deposit accounts:
  (a) The servicing employee will record each meter set (or checked out) on the meter setting log sheet; compute the setting fees

and sign the log. The meter manufacturer's representative will also sign the log.

(b) The original and one copy of the log will be given to the manufacturer's representative, the remaining copy will be turned in, with related Forms 3618 and check-out forms (if any), to the supervisor of clearance clerk at the setting employee's postal unit.

(c) The meter manufacturers will mail a monthly check to the address shown on the log covering all charges for the month. The advance deposit maintained must be adequate to cover the anticipated monthly fees. Log sheets will be supplied by the meter companies.

.386 Reporting Revenue and Fees

a. *Upon return to the parent unit the meter setting employee will:*

(1) Group Forms 3603 with related Forms 3544 and check so that fees and postage can be easily verified by the clearance clerk or supervisor.

(2) Group Forms 3618 with related Forms 3544 and checks for fees so that fees can be verified.

(3) Group Forms 3618 with related log sheets so that fees paid by advance deposit can be verified.

(4) Surrender to clearance clerk all Forms 3603, 3544, log sheets, and checks covering the value of Forms 3603 and 3544. Obtain a receipt on Form 1096, *Cash Receipt*.

(5) Mail Forms 3618 with related checks and pre-addressed envelopes to the postal unit at which the meter will normally be set.

(6) Turn in all meter setting equipment and receipt books to supervisors of clearance clerks. Obtain receipt for property (can be included on Form 1096).

b. *The supervisor or clearing employee will:*

(1) Verify accountability for all receipt forms.

(2) Verify funds to Forms 3603 and 3544; verify value of log sheets to Forms 3618. Release Forms 3618 and related checks to employee for mailing; give receipt for funds and log sheets on Form 1096.

(3) Post meter setting fees collected to A/C 40620, *On-Site Meter Setting Fees*, on Form 1412 or 1412-A; include meter postage with other customer meter funds in A/C 40220.

(4) Insure that data on Forms 3603 is transcribed to Form 3610.

(5) Forward log sheets to the accounting unit for collection of meter setting fees paid through an advance deposit.

c. *Accounting unit will:*

(1) Establish Form 25 for each meter manufacturer which elects to pay for meter setting charges through an advance deposit account.

(2) Post the initial deposit to the record.

(3) Credit the monthly checks received from the meter manufacturers directly into revenue in A/C 40620 without the need to make actual withdrawals and redeposits to the trust account.

(4) Maintain the office copy of the log sheets by account, by month, and insure that the monthly checks agree with the sum of the log sheets.

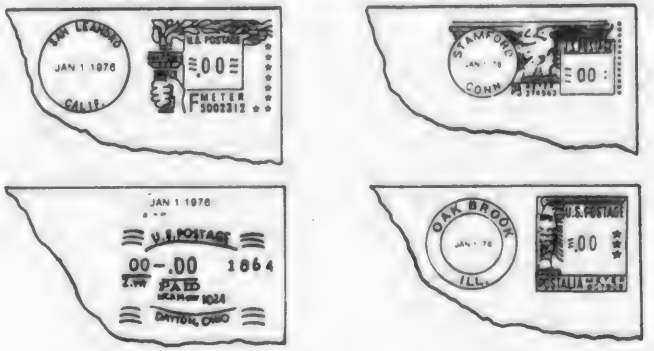
(5) Whenever monthly charges are greater than the amount of the advance deposit, notify the meter manufacturer that the deposit must be increased to an amount which will cover the anticipated monthly charges.

(6) Records of monthly charges and payments should be maintained.

144.4 METER STAMPS

.41 DESIGNS

The types, sizes, and styles of meter stamps are fixed when meters are approved by the Postal Service for manufacture. Only approved designs may be used. Some approved designs are illustrated below.



Official Mail (see Part 137)

.42 LEGIBILITY

Meter stamps must be legible and not overlap. Illegible or overlapping meter stamps will not be counted in determining postage paid.

.43 FLUORESCENT INK

The use of fluorescent ink is mandatory for postage imprints on letter-size metered mail effective July 1, 1973. Failure to use fluorescent ink may result in the revocation of the meter license. Letter-size mail is defined as being from 4¼" to 11½" long, 3" to 6⅛" wide, and .006" to .25" thick.

.44 METER STAMPS ON TAPE

When meter stamps are printed on tape, only tape approved by the Postal Service may be used.

.45 POSITION

Meter stamps must be printed or stuck in the upper right corner of the envelope, address label, or tag.

.46 CONTENT

144.46 Meter stamps must show the city and state designation of the licensing post office, meter number and amount of postage for all classes of mail. Upon approval of the licensing post office, a meter indicia may contain the name and state designation of its local classified branch, which sets the meter. This authorization does not apply to classified stations or contract stations or branches. ZIP Codes will not be used in customer's postage meter indicias. When it is necessary to print multidenomination meter stamps on more than one tape, the circle showing the post office or classified branch must appear on each tape.

.47 DATE OF MAILING

.471 Dates shown in the meter postmark of any type or kind of mail shall be the actual date of deposit except when the mailing piece is deposited after the last scheduled collection of the day. When deposit is made after the last scheduled collection of the day, mailers are encouraged but not required to use the date of the next scheduled collection.

.472 The month, day, and year must be shown in the meter postmark on all first-class and priority mail (heavy pieces), and on all registered, certified, insured, COD, special delivery, and special handling mail, except prepaid reply postage, whether the postmark is printed directly on the mailing piece or on a separate tape.

.473 The month and year must be shown on meter postmarks printed on a separate tape for second-, third-, and fourth-class pieces. The day may be omitted. Mailing pieces postmarked on a separate tape with only the month and year may be accepted during the month shown and through the third day of the following month when, in the judgment of the postmaster, the mailing was unavoidably delayed prior to its deposit with the Postal Service.

.474 The date (day, month, or year) is not required to be shown on meter postmarks printed directly on a second-, third-, or fourth-class mailing piece.

.475 The date shall not be shown on meter postmarks used to prepay reply postage in accordance with 144.112.

.48 HOUR OF MAILING

The hour of mailing may be shown only on first-class, or special delivery mail, and then only when it is mailed in time to be dispatched at the hour shown.

.49 AD PLATES

.491 Advertising matter, slogans and the postal markings specified in .492 may be printed with the meter stamps within space limitations. Licensees must obtain the plates for the printing of this matter from authorized meter manufacturers to assure suitable quality and content in accordance with the requirements of the Postal Service. The advertising and slogans must not be objectionable or misleading.

.492 The following postal markings relating to the class of mail are permissible: FIRST CLASS; PRESORTED FIRST CLASS; THIRD CLASS; BLK. RT.; NONPROFIT ORG.; FOURTH CLASS; AND PRIORITY MAIL. If a postal marking is to appear in the ad plate area, no other matter is to be printed. The marking must fill the entire ad plate area to the extent practicable. All words must be in bold, capital letters which are at least 1/4" in height or 18-point type and legible at two feet. Exceptions for small ad plates that will not accommodate any of the above markings will not be considered.

144.5 MAILINGS

.51 PREPARATION

The mailer must bundle, box, or otherwise package mailings of 5 or more letter-type pieces with the addresses facing in one direction. This prevents the pieces from becoming mixed with other mail which has to be faced, canceled, and postmarked in the post office. Properly prepared metered mail can go directly to distribution and thereby be expedited in dispatch. Metered mail not properly bundled, boxed, or otherwise packaged as required will be reported by telephone or personal visit to the mailer or his authorized agent. A record of this action will be maintained by the postmaster on Form 3749, *Irregularities in the Preparation of Mail Matter*. If the mailer or his agent disregards such reports and irregularities are repeated, the mail will be retained by the postmaster and the mailer immediately notified by telephone so that the mailing can be picked up for proper preparation before acceptance and dispatch. Each class and denomination should be bundled separately. Special delivery should always be bundled separately or located on the top of a bundle.

.52 PLACE OF MAILING

a. Metered mail, other than bulk mailings of third-class mail may be deposited in any street collection box, mail chute, receiving box, cooperative mailing rack, or other place where mail is accepted, which is under the jurisdiction of the post office shown in the meter stamp. To secure faster dispatch, metered mail should be deposited at the main post office or a station or branch thereof.

b. To expedite dispatch and as a convenience to meter users, limited quantities of special delivery and other first-class mail may be deposited at offices other than the one which appears in the meter stamp. A limited quantity is considered to be the quantity of mail a secretary might deposit in a mail receptacle on the way home from work.

.53 HANDLING OF METERED MAIL

.531 *Mailed at Stations and Branches*

At stations and branches where mail is not processed, keep metered mail separate from other types of mail insofar as possible so that the advantages of the separation are not lost at the time of processing. When the quantity warrants, place metered mail in pouches, sacks, or hampers, labeled *Metered Mail*. When the quantities are too small to be separately pouched or sacked, tie the pieces securely in bundles labeled *Metered Mail* so that they may be identified and promptly separated in the distributing unit from other types of mail.

.532 *Postmarking*

Do not postmark metered mail, except as required in 332.35 and 144.534.

.533 *Distribution*

Send metered mail to distribution points as soon as received. Distribute in order of priority of receipt regardless of time shown in postmarks or meter stamps.

.534 *Examination*

Examine mail while being routed for distribution to determine that it is properly prepared. This examination may be made by a selective check of the

pieces as they are distributed. Metered mail bearing the wrong date of mailing (see 144.47) will be run through a canceling machine or otherwise postmarked to show the proper date. Form 3749 will be used by postmasters to call irregularities to the attention of the mailer. If the same irregularity is repeated, the postmaster will notify the head of the firm or his authorized agent in writing. If a mailer disregards such notices on dating of mail, the postmaster may refuse to accept the mail, or if the mail has already been accepted, he may return the mail with instructions to enclose it in new envelopes bearing the correct date in the meter stamp.

144.6 SECURITY

.61 QUARTERLY VERIFICATION

a. The postal data center provides each post office with a quarterly meter control list of postage meters used for mailings at that post office. These listings should be checked for accuracy in accordance with section 236.4, Handbook F–1.

b. Area mail processing units and post offices which do initial distribution of originating mail will take a sampling of local originating metered mail (letters and parcels including those bearing Postal Service meter stamps) during a different day of each quarter. Sample sizes will depend on the number of meters under license at the office, the total volume of local originating metered mail, classes of metered mail, and the diversity of mailings. Five to twenty-five percent of the meters set at the office should be included in the sampling, with larger offices using the lower percentage figure and smaller offices the higher. This sampling is designed to:
   (1) Detect use of unauthorized meters
   (2) Detect altered metered stamps
   (3) Detect improper metered mail procedures by mailers, especially incorrect postmarks.

c. Employees making the sample shall be familiar with the requirements of part 144 and shall be provided with copies of Forms 3616 and 3749.

d. Local originating metered mail with other than a local postmark shall be listed on a separate Form 3616, a separate Form 3616 being used for each postmark.

e. Metered mail being sampled should also be examined for alterations or counterfeit impressions. Suspect impressions should be immediately reported to the supervisor. Alterations may be indicated by:
   (1) Peculiar tint of ink.
   (2) Smudged or uneven impressions.
   (3) Digits which are out of line or vary in size.
   (4) Impressions which appear to have been altered manually by pen and ink or other means.

f. Metered mail being sampled should also be examined for improper mailing practices such as wrong date and improper preparation. Form 3749 shall be prepared for each irregularity observed.

g. An employee who did not participate in the sampling shall check the Forms 3616 against the numeric listing of meters set by the post office. Discrepancies which cannot be resolved shall be reported to the regional controller.

h. Forms 3616 for mail having other than local postmarks shall be forwarded to the appropriate postmaster to determine if they are authorized. These Forms 3616 shall be filed with Forms 3616 developed during that office's quarterly verification. Postmasters shall report use of unauthorized meters to the regional controller.

i. The regional controller shall attempt to resolve reports of unauthorized meters by comparison with lists of stolen meters and by discussion with

meter manufacturers. Meters that are unauthorized or which have previously been reported stolen shall be reported to the Inspection Service and to the manufacturer. The reporting post office shall be advised of any action taken.

.62 EXAMINATION

Review Forms 3610 quarterly. If no settings have been made during the previous 6 months advise local meter licensees to bring in meters which have not been set within this period for examination as required by 144.341. When the meter is set at another office, request the office which sets the meter to have it called in for examination. The office where the meter is set will then advise the office where Form 3610 is maintained of the results of the examination, including register readings at the time of examination, so a suitable entry can be made on Form 3610.

.63 LOST AND STOLEN METERS

Report the loss, theft, or recovery of any lost or stolen meters immediately to the local postmaster, to the regional controller for the region in which the meter is licensed for use, and to the local police. Reports shall include the meter model and serial number; the date, location and details of the loss or theft; and a copy of the police report when applicable. Postmasters will cooperate with meter manufacturers to locate meter licensees that have moved without informing the post office or manufacturer. Postmasters should provide manufacturers, upon request, with the forwarding address, except as restricted by 261.23h.

144.7 POST OFFICE METERS

.71 CRITERIA FOR USE

Omnidenomination postage meters are assigned to parcel post and registry windows and postage-due units at post offices and classified stations and branches meeting the criteria in 641.444. Post-office-owned meters are not assignable to contract stations or branches.

.72 REQUESTS FOR METERS

Requests for postage meters shall be made in accordance with 641.444.

.73 OPERATION OF METER

.731. *Instructions by Meter Manufacturer*

A representative of the manufacturer will instruct employees how to operate the device at time of installation.

.732 *Keys*

a. Two different keys are needed to operate a postage meter. One key is required to unlock the meter operating lever and must be used each day the machine is operated. A different key, which is the same as the key used to open customers' meters at time of setting, is required to open the meter unit to set an amount of postage in the device. The manufacturer will not furnish an additional meter setting key if you already have one.

b. Duplicate keys are provided for the meter operating lever of each machine. One key will be kept in custody of the designated supervisor except during the period the meter is assigned to the meter operator. The duplicate key will be recorded and retained in protective custody.

.733 *Settings*

Meters must be set by an employee authorized to set customer's meters. A meter machine operator must never set his own meter. Record initial setting and all other information called for on Form 3609–PO, *Control for Post Office Meter*. Set each meter at least once each 6 months. Limit settings to multiples of $100.00.

.734 *Conversion to Postage Due*

a. Meters are converted to postage due use by installing a snap-in die plate which imprints the words *Postage Due* to the left of the postmark circle. Dies are furnished by the Western Area Supply Center, Parts Section, Topeka, KS 66601. Requisition on Form 4984, *Repair Parts Requisition*. Include the model of meter with all requests.

b. Requisition a portable meter stand to move the meter between postage-due units and receiving windows when it is used in a dual capacity.

c. To the maximum extent practicable, postage-due meter operators assigned to process advance deposit postage-due mail shall not handle cash.

.735 *Affixing Meter Stamps*

Sell meter postage for packages or parcels of all classes, and for occasional letters presented by mailers of parcels. Affix meter stamps to the mail in presence of mailer. Do not use a meter for quantities of letters or circulars. Do not sell meter stamps to be taken from the post office to be put on parcels elsewhere. You may sell to collectors, stamps of meters installed at parcel post and registry receiving windows provided the stamps are for small amounts and are for philatelic purposes only. Do not issue stamps showing ".00" in the indicia or for less than 5 cents. Do not sell postage-due imprints except to collect postage-due. A meter operator should submit unused meter stamps daily that are printed in error with Form 3533, *Application and Voucher for Refund of Postage and Fees*, to postmaster for full refund. Do not hold these stamps longer than one week in any case.

.736 *Ink and Tape*

Use only tape and red ink furnished by the Postal Service. Requisition from the supply center. Use green ink in meters used exclusively for postage-due mail. Green ink must be obtained from meter manufacturer or their local representative in accordance with local procurement authority in chapter 6.

.737 *Protection of Meter Heads*

Remove meter heads and place in a safe or locked cabinet overnight and at other times when operator is temporarily absent from his station and adequate surveillance cannot be maintained over the meter head to prevent its misuse by unauthorized persons.

.738 *Repairs*

Postage meters are guaranteed against all defects in materials and workmanship for 1 year after installation. Request nearest authorized manufacturer's representative for free service during the 1-year guarantee. For other repairs see part 623.

.739 *Slogan Ad Plates*

Except as provided in 144.734, do not use slogan die plates in post-office owned meters.

.74 ACCOUNTING

.741 *Employees Accountable*

a. Designate a supervisor or other employee not assigned to operating the meter as responsible to check the daily accountability of postage printed by a meter. He shall check the meter in and out of service daily for the operator and see that it is protected as provided in 144.737.

b. A meter operator is responsible for all postage printed by a meter while it is checked into his service; and for locking the machine and safeguarding the key during temporary absences. He shall use an informal receipt, or back of Form 3602–PO, when meter is turned over to a relief clerk during lunch or other short period.

.742 *Preparation and Verification of Accounting Records*

a. *Form 3602–PO.* This is an accountable form, serially numbered, used daily to record meter register readings and remittance of cash. Each day the meter operator shall record the meter number, unit or station name, date, and ascending and descending register readings. The designated supervisor shall verify the readings of registers and then turn over the lever key to the operating clerk. At the end of his tour, the meter operator shall record the ascending and descending register readings. The difference between the beginning and ending readings represent postage for which the meter operator is accountable. The designated supervisor must verify readings and initial Form 3602–PO when checking a meter out of service or when transferring it to another operator.

b. *Form 3609–PO*

(1) Form 3609–PO shall be retained by the director, office of finance, chief accountant or the individual in charge of the office cash records. The first meter setting shall be recorded directly on Form 3609–PO. All other settings are reported on Form 3602–PO and posted to Form 3609–PO.

(2) A copy of Form 3602–PO must be kept with Form 3609–PO and the total amount of postage posted once each accounting period on Form 3609–PO. The numerical sequence of Forms 3602–PO must be verified.

.743 *Ascending Register Revision*

The ascending register on reaching its maximum will revert to zero and start a new ascending record. When this occurs, the meter operator shall record the closing ascending register on Form 3602–PO as though it had not reverted by recording the carry-over digits in parentheses, as for example:

Descending register beginning	120000	Ascending register end	(1)0060000
Descending register end	40000	Ascending register beginning	9980000

Amount remitted: $800.00

When Form 3602–PO is received by the employee maintaining records on Form 3609–PO, appropriate notation of the date of reversion shall be made on the Form 3609–PO. Thereafter, readings of the ascending register will be recorded in the usual manner without addition of the digit in parentheses.

.744 *Remittance*

Money collected through postage meter operations must be remitted daily as near the end of the tour as possible. The original of Form 3602–PO must accompany Form 1412 or 1412–A *Daily Cash Report*. If Form 1412 or 1412–A is not used, send remittance with Form 3602–PO.

.75 USE BY CONTRACT STATIONS AND BRANCHES

.751 *Privately Owned Meters*

Although post-office-owned meters are not furnished to contract stations and branches, the contractor may at his own expense and option obtain a postage meter to collect postage on parcels presented by patrons.

.752 *Accountability*

a. Settings of meters for contract stations shall be made at the post office or classified station or branch designated by the postmaster.

b. If meter is used exclusively for mailings of customers, follow instructions in 144.733 and reduce stamp credit. Furnish Form 3602–PO to contractor and require submission of form with daily remission of meter funds.

c. If meter is also used by contractor to pay postage on his own mail, require payment for each setting at the time meter is set. Contractor will reimburse himself for meter postage applied to customers' parcels.

d. Account for all settings of non-post-office owned meters used at contract stations in the same manner as customer meters. See Handbook F–1.

144.8 [Reserved]

144.9 MANUFACTURE AND DISTRIBUTION OF POSTAGE METERS

.91 AUTHORIZATION TO MANUFACTURE AND LEASE

.911 *Qualification.* Any concern desiring authorization to manufacture and lease postage meters for use by mailers under 144.13 must qualify as follows:

a. Satisfy the U.S. Postal Service as to its integrity and financial responsibility.
b. obtain approval of at least one model postage meter incorporating all the mechanical features and safeguards specified in 144.92.
c. Have, or establish, and maintain under its supervision and control adequate manufacturing facilities suitable to carry out to the satisfaction of the Finance Department the provisions of 144.94. Such facilities shall be subject to inspection by representatives of the Finance Department.
d. Have, or establish, and maintain adequate facilities for the control, distribution, and maintenance of postage meters and their replacement when necessary.

.912 *Application.* Any person or concern seeking authorization to manufacture postage meters may make application to the Finance Department, in person or in writing. On qualification and approval, the applicant will be authorized in writing to manufacture postage meters and to lease them to mailers. The name of the manufacturer will be listed in the Postal Service Manual.

.913 *Suspension.* The U.S. Postal Service may require a manufacturer to suspend production and distribution of any or all of his models of postage meters pending investigation to determine whether his authorization should be revoked and the Postal Service will fully advise him of the facts which may warrant such action. The manufacturer will be given an opportunity to demonstrate or achieve compliance with all the lawful requirements within a reasonable, specified time limit.

.914 *Revocation.* Authorization may be revoked if the manufacturer engages in any scheme or enterprise of an unlawful character or fails to comply with any of the provisions of part 144.

.92 SPECIFICATIONS

Postage meters must incorporate all of the following mechanical features and safeguards:

a. A postage meter may be either the detachable portion containing the printing die and registering mechanism of a mailing machine, or it may be complete in itself. In either case, it must be suitable for the mailer to bring to the post office for setting.
b. A postage meter may be capable of printing one denomination of postage and registering the number of such impressions made (single denomination); or it may be capable of printing several denominations and registering either multiples of the smallest unit printed (multidenomination) or the currency value of the impressions made (omnidenomination). The printing die or dies, counters, and counter-actuating mechanism must be inseparable in the unit brought to the post office for setting.
c. In each postage meter, there must be two accurate and dependable counting devices, one ascending and registering the total imprinted, the other descending and registering the balance of the last setting remaining unused. The descending register must actuate a locking mechanism preventing further operation of the meter after the register has reduced to an amount less than the largest denomination printable in one operation or to zero. The descending register must be so constructed as to be easily set at the post office for any amount of postage or number of impressions within its capacity, prepaid by the mailer.
d. The entire mechanism must be encased in a substantial housing. The descending register must be accessible to the post office by means of a door equipped with a suitable lock and with provision for a post office seal. The ascending register and all other mechanism must be so shielded as not to be accessible even when the door is open. The readings of both registers must be easily obtainable at any time between operations, either

by visibility through closed windows, or by imprint on tape or card, or by a combination of the two methods. The housing must be of such construction that it is impossible to alter the readings of the ascending register except by normal operation, or to gain access to the internal mechanism, except for setting the descending register as provided in 144.92c, without mutilation.
e. The printing die must either conform in design to one already in use or be approved by the Rates & Classification Department. It must include the serial number of the meter and identification of the manufacturer, and be so constructed or shielded that it is not practically possible without proper registration in the ascending and descending register to obtain imprints fraudulently.
f. The meter die must include a postmark to print the name of the city and state from which mail is dispatched and the date of mailing. The meter postmark may include a ZIP Code in accordance with 144.46. The postmark must be printed at the left of but adjacent to the denomination stamp and may be either included in an overall design with the denomination stamp or separated from it. Provision must be made so that the date may be either printed or omitted as required by the U.S. Postal Service on the various classes of mail. Provision may be made to print an hour of mailing either within or in a close position outside the postmark. Provision may also be made to print designations such as "Nonprofit Org.", and the like, adjacent to and in the same operation with the meter stamp. The denomination die must not be completely exposed at any time during the process of installing or removing postmark dies, daters, hour type, or special designation slugs or when changing the date.
g. Provision may be made in a meter for a *meter slogan* or *ad plate* to print to the left of and adjacent to the postmark. The size and position of a slogan or meter ad must be such that it will not interfere with or obscure the meter stamp or postmark and it must be possible to install the plate easily without exposing the meter stamp die. Plates must be made of suitable, durable material which will not soften or disintegrate while in use. They must be well fitted and so securely fastened to the printing mechanism that they will not become loose or detached or otherwise interfere with proper operation of a meter.
h. The entire mechanism must be of such solid, substantial, and dependable construction as to protect the U.S. Postal Service amply against loss of revenue from fraud, manipulation, misoperation, or breakdown.

.93 TESTING AND APPROVAL

.931 *Submission of Each Model.* Each model meter proposed for manufacture must be approved by the Rates & Classification Department, after being tested by the National Bureau of Standards, or the U.S. Postal Service Laboratory, at the expense of the manufacturer. A preliminary working model which meets the specifications in 144.92 may be submitted for tentative approval. No meters of any model may be distributed or used for payment of postage until a complete unit made to production drawings and specifications has been submitted, tested, and approved, except as may be specifically authorized for preliminary field testing.

.932 *Security Examination.* Each model meter proposed for manufacture will be examined to see that it incorporates all the mechanical features and safeguards required by section 144.92 and that it amply protects the U.S. Postal Service against loss of revenue.

.933 *Endurance Test.* Each model of meter proposed for manufacture must pass without error or breakdown the following described printing cycle endurance test which includes operation of the printing mechanism with proper registration of the selected postage value in both the ascending and descending registers:

a. For meters that operate at 100 or more printing cycles per minute—4 million cycles.——For meters that operate at less than 100 printing cycles

per minute (and cannot be used interchangeably on power base machines that operate at 100 or more printing cycles per minute)—2 million cycles.

b. For multi- and omni-denomination meters, postage value selection elements shall be tested for one-half million operations. A complete operation includes selection of a value and return to zero.

c. Balance register lockout operation shall be performed at the start of, at intervals during, and at the end of the printing cycle test.

.934 *Approval.* The U.S. Postal Service reserves the right before approval to require additional examination and testing as necessary to resolve any areas of doubt regarding the security or endurance characteristics of any meter which is proposed for manufacture.

.935 *Deposit of Specimen Meter.* One production model of each meter approved must be deposited with the Rates & Classification Department, and no changes affecting the basic features or safeguards may be made thereafter without Postal Service approval.

.936 *Tests After Approval.* Additional meters from current manufacture must be submitted to the National Bureau of Standards, or the U.S. Postal Service, for test, at the expense of the manufacturer, as may be requested by the Rates & Classification Department, U.S. Postal Service.

.94 SAFEGUARDS

.941 *Materials and Workmanship.* All meters must closely adhere to the quality in materials and workmanship of the approved production model and must be manufactured with suitable jigs, dies, tools, etc., to assure proper maintenance and interchangeability of parts.

.942 *Breakdown Tests.* At reasonably frequent intervals, the manufacturer must take meters at random from production and subject them to breakdown tests to make certain that quality and performance standards are maintained.

.943 *Protection of Printing Dies and Keys.* During the process of fabricating parts and assembling postage meters, the manufacturer must exercise due care to prevent loss or theft of keys or of serially numbered postage printing dies or component parts, such as denomination printing dies, which might be used in some manner to defraud the Government of postal revenues. All serially numbered printing dies produced should be accounted for by assembly into meters or by evidence of mutilation or destruction. Postage printing dies removed from meters and not suitable for reassembly must also be mutilated beyond the possibility of use, or be completely destroyed.

.944 *Destruction of Meter Stamps.* All meter stamps printed in the process of testing dies or meters must be collected and destroyed daily.

.945 *Inspection of New and Rebuilt Meters.* All new and rebuilt meters must be carefully inspected before leaving the manufacturer's meter service station.

.946 *Keys and Setting Equipment.* The meter manufacturer must furnish keys and other essential equipment for setting his meters to all post offices under whose jurisdiction his meters are licensed for use. These items must be protected and shall not be furnished to persons not authorized by the U.S. Postal Service to have them.

.95 DISTRIBUTION

.951 *Facilities.* Authorized manufacturers must maintain adequate facilities for the distribution, control, and maintenance of postage meters. All such facilities are subject to inspection by representatives of the Rates & Classification Department.

.952 *Controls.* Each authorized manufacturer is required to:

a. Retain title permanently to all meters of his manufacture except such as may be purchased by the U.S. Postal Service for use in post offices.

c. BULK THIRD-CLASS MAIL

d. SPECIAL RATES FOR AUTHORIZED ORGANIZATIONS ONLY

e. OFFICIAL MAIL (First-Class)

f. OFFICIAL MAIL (Fourth Class)
(Date and First Class Mail Omitted)

145.5 MAILINGS WITH PERMIT IMPRINTS

.51 MINIMUM QUANTITIES

Except as stated in 145.52, minimum quantities required to be mailed at one time are as follows:

a. *First-Class Mail.* 300 pieces of identical weight
b. *First-Class Presort Rate.* 500 pieces of identical size and weight.
c. *Second- and Third-Class Mail.* 300 pieces of identical matter, except 50 pounds or 200 pieces of identical (size and weight) third-class bulk mail.
d. *Fourth-Class Mail.* 250 pieces of identical matter.
e. *Fourth-Class Zone Bulk Rate Mail.* 300 or more pieces of identical weight.
f. *Special Fourth-Class Presort Rate.* 500 or more pieces of identical matter for the Level A rate. 2,000 or more pieces of identical weight for the Level B rate.
g. *International Mail.* See Publication 42, *International Mail.* 300 pieces of identical matter.

.52 EXCEPTIONS TO MINIMUM QUANTITIES

When any mailing consists of less than the required minimum, enter an explanation on the *Mailing Statement*, Form 3602. Exceptions may be made for the following reasons only:

a. *First-Class Mail.* Occasional exception for a mailer whose total daily mailings are not much more than 300 but who, to cooperate with the post office, presents a portion of his mailings early in the day.

b. *All Classes of Mail.* When a large mailing extends over two or more consecutive days and the last deposit, made to complete the mailing, is less than the minimum.

.53 PREPARATION FOR MAILING

The mailer must arrange all pieces with the address side facing the same way. It is recommended that the mailer separate the pieces to the finest extent possible in the manner prescribed by sections 125.32 and 134.43. Each class of mail must be separately presented with a separate *Mailing Statement*, Form 3602 or 3605. Fourth-class mailings on which postage is paid at different zone rates must be separated according to the postage paid on each piece.

.54 PLACE OF MAILING

Deposit mail at the post office that issued the permit or at a station or branch designated by the postmaster. Permit imprint mail shall be accepted at the main post office or at classified stations and branches where there is a separation of financial and mailhandling activities.

.55 MAILING STATEMENT

Prepare and sign a *Mailing Statement*, Form 3602 or 3605, for each mailing. The statement must be prepared by typewriter, ink, or indelible pencil to show the mailer's address, permit number, class of mail, number of pieces in the mailing, and weight of single piece. For third-class bulk mailings, additional information required by the *Mailing Statement* must be shown. If a receipt is desired, present a duplicate copy of Form 3602 or 3605, which will be initiated by the accepting employee after verification and returned to the mailer.

.56 PAYMENT OF POSTAGE

.561 *Prepayment in Full Required*

The mailer must pay for each mailing when it is presented at the post office, or make an advance deposit of enough to cover more than one mailing. Payments for postage or deposits must be made at points designated by the postmaster. These payments will not be accepted by employees handling the mail. Advance deposits may be made by mail. When the deposit becomes less than enough to pay for an entire mailing, an additional amount must be deposited before any mailings are made. Credit for postage is not allowed. Postage may not be paid partly in money and partly by postage stamps. Whenever the computation of postage results in a fraction of a cent in the total, the next higher even cent must be paid.

.562 *Receiving Money*

Window clerks who receive deposits must:

a. Accept money for postage, advance deposits, and fees. (See 145.11.)

b. Issue receipts on Form 3544 in triplicate, duplicate to the director, office of finance or chief accountant, and triplicate to the weigher.

.563 Confine verification of permit imprint mail to the principal weighing section if practicable. When conditions warrant, make verification at the branch or station accepting the mail. Accepting clerks at stations and branches shall telephone the principal weighing section prior to dispatch of the mail to ascertain if mailer has sufficient deposit on hand to cover postage charges.

.564 Branches and stations not authorized to make verification shall send permit imprint mail to the principal weighing section labeled to prevent the mail being taken direct to a distribution point.

.565 The verifying employee must:

a. Examine materials presented for mailing and, if necessary, open sealed pieces tendered as second-, third-, or fourth-class to be sure the materials are mailed at and qualify for the applicable postage rates. Sealed pieces mailed at first-class or priority rates may not be opened.

b. Weigh permit imprint mail and verify postage.

c. Verify mail is properly prepared. See 131.43, 131.5, and 135.25 for presort requirements.

d. Fill out the back of the mailing statement (Form 3602 or 3605) and at the same time, by carbon, prepare Form 3607. If the mailer requests a receipt, he must present a duplicate copy of the mailing statement which will be delivered to him after the back is filled out.

e. Send mail accompanied by Form 3607 to clearing point.

.566 Maintain only one ledger record, Form 3609, for each permit. Keep all Forms 3609 at the main office or other mail handling unit where the principal weighing section is located. The supervisor in charge of the weighing section will be responsible for the proper maintenance of all Forms 3609. Weighing section employees shall:

a. Record fees and advance deposits on Form 3609 from copies of Form 3544.

b. Record the postage charges on Form 3609 from each Statement of Mailing (Form 3602 or 3605).

c. Prepare daily Form 3083 and forward it to the director, office of finance or chief accountant with Forms 3602.

.57 POST OFFICE COMPUTATION OF POSTAGE

.571 *Random Samples*

Enough pieces will be selected at random from the entire lot to determine whether the whole mailing consists of identical pieces.

.572 *Weight of Single Piece*

Determine the exact weight of a single piece and the amount of postage required. When scales do not show exact weight of a single piece, weigh enough pieces to balance beam and divide total weight by number weighed.

Example: 20 pieces weigh exactly 3½ ounces.
3.5÷20=0.175 ounce.

.573 *Total Number of Pieces*

Ascertain the total number of pieces by one of the following methods:

a. Find the total weight in pounds, exclusive of tare. (For definition of tare, see 145.575.) Reduce the pounds to ounces and divide the total number of ounces by the weight of a single piece.

Example: Mailer's statement shows 1,240 pieces in mailing which weigh 13 pounds, 9 ounces. A single piece weighs 0.175 ounce.
Convert weight to ounces: 13×16+9=217 ounces.
217÷0.175=1,240 pieces.

b. Find the total weight, exclusive of tare, and the total weight exactly of 100 pieces in ounces and fractions of an ounce. Divide the total weight by the weight of 100 pieces. This will give the total number of hundreds and fractions of a hundred in the entire lot.

Example: Mailer's statement shows 124,400 pieces in mailing which weigh 1,360 pounds, 10 ounces. A single piece weighs 0.175 ounce.
Convert weight to ounces: 1,360×16+10=21,770
Weight of 100 pieces: 0.175×100=17.5
21,770÷17.5=1,244
1,244×100=124,400 pieces.

.574 *Agreement with Mailing Statement*

The result of either of these methods of computation should agree with the number of pieces shown on the statement of mailing. If they do not agree the matter will be taken up with the mailer and, if necessary, further examination and verification will be made.

.575 *Tare*

Tare includes sacks, cartons or other containers, hand trucks, skids, or similar pieces of equipment upon which the mail may be placed during the weighing operation. The standard weights for new sacks are as follows:

Sack	*Material*	*Color*	*Weight* *Lbs.*	*Ozs.*
No. 1	Canvas	White	3	7
No. 2	Canvas	White	2	8
No. 2	Cotton	White	1	12
No. 2	Nylon	Brown	1	4
No. 3	Canvas	White	1	12
No. 3	Cotton	White	1	2
No. 3	Nylon	Brown		13

.576 *Clearance*

Designate a clearing point in the mailing division, separate from the weighing section, where an employee must check the mail with Form 3607 prior to distribution. Do not distribute mail not accompanied by Form 3607 until the form has been received from the weighing section. After comparing the number of sacks or outside bundles with the volume reported on Form 3607, the clearing section will remove Form 3607 and release the mail for distribution in sacks or hampers with identifying labels reading:

Weighing Clearance, Permit Imprint Mail from----------
(Unit or Station)

The clearing section employee verifying such mailings must sign Form 3607 in the space provided. Forward Forms 3607 to director, office of finance or chief accountant daily.

.577 *Small Offices*

At small offices which do not have a weigher or a chief accountant, the postmaster and employees designated by him must perform the weighing and financial duties following in principle the instructions in 145.54–.56 except that the use of Forms 3607 and 3083 may be omitted. The function of receiving cash deposits for permit imprint mailings should be separated, as much as possible, from that of weighing and maintaining Form 3609. The employee receiving advance deposits must forward the duplicate copies of Form 3544 to the employee maintaining the cashbook; triplicate to employee maintaining

Form 3609. When cash is paid for postage at the time of mailing, the amount of postage charged may be entered directly in the appropriate revenue account. In this case entries in the trust fund account are not required.

145.6 ADDITIONAL SERVICES

Postage may be paid by means of permit imprints on matter which is entitled to be registered, or sent as certified, insured, or COD mail.

145.7 IMPROPER USE OF PERMIT IMPRINTS

.71 DISTRIBUTED OUTSIDE THE MAIL AND AS ENCLOSURES

Since permit imprints indicate that the matter on which they appear has had postage paid thereon under the permit imprint system, they must not ordinarily appear on matter which has not had postage so paid thereon, as, for example, matter which is circulated by means other than mail or which is circulated as an enclosure with other matter either by mail or by means other than mail. See 139.312 for combination mailings containing enclosures which may have postage paid by permit imprint. Permit imprints may appear on address labels, wrappers, envelopes, and other containers, and on complete mailing pieces, which have not had postage paid thereon under the permit imprint system, provided it would be impracticable to omit the permit imprint, as, for example, when envelopes are shipped from a printer to a permit imprint permit holder.

.72 PLACE OF ACCEPTANCE

Permit imprint matter will be accepted for mailing only at the post office shown in the permit imprint except when company permit imprints are used as provided for by 145.33 or when arrangements for acceptance at other post offices are made under the provisions of 145.8.

.73 NONPERMIT MAILINGS

Permit imprints must be obliterated from matter which is mailed as nonpermit imprint matter prepaid with postage by means of stamps or meter stamps.

145.8 OPTIONAL PROCEDURE FOR ACCEPTING PERMIT IMPRINT MAIL

.81 OBJECTIVE

The purpose of this optional procedure is to provide for the acceptance of permit imprint mail using the minimum amount of space, time, and manpower, and utilizing the latest developments in mechanization, facilities, and transportation while maintaining adequate control of the collection of correct postage charges.

.82 PROCEDURE

Weighing of the entire mailing on scales is not required. Postage is computed from the mailers' *Mailing Statement*, Form 3602 or *Mailing Statement—4th Class Bulk Rates*, Form 3605, which must always show the total number of pieces. The total computed weight must also be shown when it is known that the minimum per piece postage charge will not apply.

.83 VERIFICATION

Sample pieces from each mailing shall be weighed by a post office employee, either at the mailers' plant or at the post office, to determine whether the pound or the minimum per piece postage charges apply. Post office employees may be sent on rotating assignments to the mailers' plants to weigh sample pieces and observe preparation of mail by mailers only when the mail is not to be delivered to the post office for dispatch or when considered necessary

and authorized in writing by Regional Postmaster General. Mailers must maintain for a three-year period, and make available for inspection and audit upon request of post office officials, all production and billing records relating to any particular mailing. A sample piece from the mailing must also be available.

.84 LIMITED USE OF OPTIONAL PROCEDURE

An optional procedure for items of identical weight must be authorized by the Regional Postmaster General. An optional procedure for items of nonidentical weight must be authorized by the Office of Mail Classification. It will be approved only when the mailers can make one or more of the following arrangements which are mutually beneficial to the mailers and the Postal Service:

a. Loading at the mailers' plant the major portion of the mailings into single or combination destination trailers with any remaining portion transported at the mailers' expense and risk from the plant to an acceptance place such as a special acceptance facility or sectional center facility designated by the Regional Postmaster General.
b. Transportation of the entire mailing at the mailer's expense and risk from the plant to the acceptance place designated by the Regional Postmaster General.
c. Merger by mailers of different varieties and classes of mailing pieces into direct sacks which could not be prepared if the pieces were mailed separately.
d. Unusual arrangements for which the Regional Postmaster General has obtained approval from the Office of Mail Classification, Rates & Classification Department.

145.9 EXPERIMENTAL NEGOTIATED PROCEDURES

Notwithstanding any other provision of the regulations of the Postal Service, the Office of Mail Classification may authorize contracts with individual mailers to provide for experimental methods of paying postage whenever the adoption of such methods would be in the best interests of the Postal Service. Such contracts may provide for surcharges to cover damages suffered by the Postal Service from the incorrect payment of postage.

Part 146

PREPAYMENT AND POSTAGE DUE

146.1 POSTAGE PAYMENT

.11 PREPAYMENT REQUIRED

Postage on all mail must be fully prepaid at the time of mailing, with the following exceptions:

a. Business reply mail, see 131.23, or metered reply mail handled as business reply mail, see 146.122.
b. Federal Government and free mail, see part 137.
c. Certain mail for the blind, see part 138.
d. Mail sent by members of the Armed Forces, see 131.7.
e. Letters and printed matter carried or delivered by vessels not regularly employed in carrying mail, see 131.8.
f. Keys and identification devices returned to owners, see 134.13.

.12 INSUFFICIENT PREPAYMENT

.121 Mail of any class, including that for which special services are indicated, received at either the office of mailing or office of address without any postage, will be endorsed *Returned for Postage* and returned to the sender without an attempt at delivery. If no return address is shown, or if the delivery and return address are identical, the piece will be disposed of in accordance with 159.4. (Note that letters, but not post cards, are to be sent to dead mail offices as prescribed in 159.412m.)

.122 Metered reply mail, which is prepared in accordance with 144.112, except for the mailer's inadvertent failure to imprint a meter stamp on the envelope, will be treated as business reply mail (see 131.23), and will be delivered upon payment of postage and the corresponding business reply fee specified in 131.233.

.123 Mail of any class, including that for which special services is indicated (except registered mail—see 161.31), received at either the office of mailing or office of address without sufficient postage will be:

a. Marked to show the total deficiency of postage and fees.
b. Dispatched promptly to the addressee by means of the regular or special service indicated.
c. Delivered to addressee on payment of the charges marked on the mail. When quantity mailings of ten or more pieces are received at the office of mailing without sufficient postage, the mailer will be notified, without charge, preferably by telephone, in order that the postage charges may be adjusted before the mail is dispatched.

.124 When the addressee refuses to pay the deficient postage, and when the mail is undeliverable for any other reason, it will be handled as follows:

a. First-class mail bearing a return address will be returned to the sender and delivered on payment by him of the deficient postage.
b. Mail other than first-class bearing a return address will be returned to the sender and delivered on payment by him of the total of the deficient postage, the forwarding postage, if any, and the return postage.
c. All mail that does not bear a return address will be disposed of in accordance with 159.4. (Note that letters, but not post cards, are to be sent to dead mail offices as prescribed in 159.412m.)

.13 POSTAGE ON MAIL INSUFFICIENTLY PREPAID

Postage stamps stuck to mail are canceled when the mail is first received in the post office. Postage stamps or meter stamps originally affixed to insufficiently prepaid mail will, when it is again presented for mailing, be accepted in payment of postage to the amount of their face value.

.14 CONTESTED CLASSIFICATION

.141 If a mailer disagrees with a classification decision made by a local post office, the decision may be appealed by the mailer, in writing, to the postmaster within thirty days. The postmaster will forward the appeal to his postal services center where a decision will be made on the appeal. An unfavorable decision by the postal services center may be appealed, in writing, within ten days following receipt of the decision. The appeal must be filed with the postmaster. The postmaster will forward the appeal to the General Manager, Domestic Mail Classification Division, U. S. Postal Service, Washington, DC 20260, who will issue the final agency decision.

.142 Any mail classification decision made initially by the General Manager, Domestic Mail Classification Division, or General Manager, Special Services Division, or General Manager, International Mail Division, for which there is no specified appeal procedures may be appealed within 15 days to the Director, Office of Mail Classification, who will issue the final agency decision. If, however, the Director participated in any such decision, the appeal will be decided by the Assistant Postmaster General, Rates and Classification Department.

.143 Pending resolution of an appeal, the mailer may, by letter to the local postmaster, request to mail under a deposit arrangement. The mailer must deposit with the postmaster an amount adequate to cover postage at the higher rate. The difference between the amount deposited and a lower rate subsequently determined to be appropriate will be returned to the mailer if his appeal is sustained. If the appeal is denied, the deposit will not be returned; the applicable postage will be deducted from the deposit and entered in A/C 114 as postage revenue through the use of a postage-due invoice in lieu of postage due stamps. The customer will be requested to sign the invoice and will be given a duplicate. If a balance remains in the deposit after the postage has been deducted, it should be refunded if the customer so wishes.

146.2 MAILABLE MATTER NOT BEARING POSTAGE FOUND IN, PLACED UPON, ATTACHED TO, SUPPORTED BY, OR HUNG FROM, PRIVATE MAIL RECEPTACLES

.21 PENALTY

Whoever knowingly and willfully deposits any mailable matter such as statements of account, circulars, sale bills, or other like matter, on which no postage has been paid, in any letterbox established, approved, or accepted by the Postmaster General for the receipt or delivery of mail matter on any route with intent to avoid payment of lawful postage thereon, shall for each such offense be fined not more than $300.

.22 COLLECTION OF POSTAGE

.221 Except as permitted in 156.58, any mailable matter not bearing postage found in, or upon, or attached to, or supported by, or hung from, the private mail receptacles described in 151.11, is subject to the payment of the same postage as would be paid if carried by mail. When such matter is found, it will be dated, initialed, marked to show the address where it was found and taken to the post office. If general distribution of identical pieces has been made on a route, only two copies, each dated, initialed and marked with the address where found, should be taken to the office along with a written

notation of the total number of identical pieces observed on the route. The postmaster shall have a memorandum prepared showing the details to support the claim of postage.

.222 If the person or firm or distributor responsible for, or who assists in, the impermissible use of the private mail receptacles is known, and is within the delivery area of the post office, the local postmaster shall make demand for the total postage chargeable on all pieces. If the pieces are found *in* the receptacles, the postmaster shall also inform the person or firm or distributor that the practice is a violation of the law. An equivalent amount of postage due stamps affixed to a sheet of paper and properly canceled as a receipt for money collected shall be given the person or firm. If payment is in form of uncanceled stamps or meter stamps, they will be affixed to a sheet, canceled and returned as a receipt for payment. No other receipt will be issued.

.23 REPORT TO OTHER OFFICE

If the person or firm or distributor responsible for the impermissible use of the private mail receptacles is located at another post office, send a sample piece with a report of the facts to the postmaster at that location with request that he take the action in 146.22.

j. When customs clearance and delivery fees are erroneously collected.
k. When fees are paid for registry or insurance service on mail addressed to a country to which such services are not available, unless claim for indemnity is made.

.232 A partial refund shall be made when complete and legible unused meter stamps are submitted within one year from the dates appearing in the stamps. See 147.25. When the face-value of the stamps does not exceed $250.00, refunds of 90% will be made. When the face-value of the stamps exceeds $250.00, refunds will be made for the face value of the stamps less $10.00 per hour for the actual manhours required to process the refund, with a minimum charge of $25.00 deducted from the amount of the refund. The employee processing the refund will enter the following endorsement on the reverse of Form 3533:

I certify that (number) hours were required to process this refund. The certifying and witnessing employees will both sign this certification.

.233 When mail is returned at the request of the sender or for a reason not the fault of the Postal Service, any difference between the amount paid and the appropriate surface rate chargeable from mailing office to interception point and return will be refunded.

.234 On articles prepaid at airmail rates but actually transported by surface means, the difference between the postage computed at the airmail and surface rates is refundable. The fact that surface transportation was used must be confirmed.

.24 UNALLOWABLE REFUNDS

No refund will be made:
a. For an application fee to use permit imprints.
b. For registered, insured, and COD fees after the mail has been accepted by the post office even though it is later withdrawn from the mailing post office.
c. For loose unused adhesive stamps.
d. For adhesive stamps affixed to unmailed matter.

.25 METERS AND METER STAMPS

.251 *Postage Adjustments*

The postage value of unused units set in a meter surrendered to the post office to be checked out of service may be refunded or, if desired, an equivalent amount will be transferred to another meter used by the same license holder. If the meter is withdrawn from service because of faulty mechanical operation, a final postage adjustment or refund may be withheld pending report of the meter manufacturer of the cause of faulty operation. If the meter is damaged by fire, a refund or transfer of postage will be made only if the registers are legible, or can be reconstructed by the meter manufacturer.

.252 *What to Submit*

a. Unused meter stamps that are complete and legible, accompanied by an application on Form 3533 within 1 year from dates appearing in the stamps, will be considered for refund. Arrange the stamps so that all of one denomination are together.
b. If portion of stamp is printed on one envelope or card and remaining portion on another, fasten the two together to show that the two portions represent one stamp.
c. Meter stamps printed on labels or tapes which have not been stuck to wrappers or envelopes must be submitted loose.
d. Refunds are allowable for stamps on metered reply envelopes only when it is obvious that an incorrect amount of postage was printed thereon.

e. Submit separately, with statement of facts, envelopes or address portions of wrappers on mail returned to sender from the mailing office marked *No such post office in State named, Returned for better address,* or *Received without contents* indicating no effort to deliver was made.

.253 *What not to Submit*

Do not submit:
a. Meter reply envelopes or cards paid at the proper rate of postage.
b. Meter stamps printed on labels or tape which have been removed from wrappers or envelopes.
c. Meter stamps without the name of the post office and State.
d. Meter stamps without the date printed on tape. (See 144.46.)
e. Meter stamps printed on mail which was dispatched from the mailing post office in regular course and returned to sender as undeliverable, including mail marked *No such post office in State named.*
f. Meter stamps on mail addressed for local delivery and returned to sender after directory service was given or effort was made to deliver.

.26 PROCESSING REFUND APPLICATIONS FOR BOX RENTS, MAILING FEES, AND POSTAGE PAID BY STAMPS AND PERMIT IMPRINTS

.261 *At Offices With 950 or More Revenue Units*

a. Review the application and supporting papers.
b. If a refund is due, complete the *Verification of Refund* on Form 3533.
c. Pay the applicant in cash from official funds on hand if practicable to do so and the refund is made in person.
d. Have the payee sign the receipt on Form 3533.
e. If requested, or if refund is to be mailed, pay by Treasury check, or, if less than $300, by no-fee money order in accordance with 237.233 Fiscal Handbook F-1, *Financial and Cost Controls.* Record the check or money order number on the receipt portion of Form 3533 instead of obtaining the payee's signature. When the amount of the refund is less than $2, a check or money order should not be issued unless the payee or his representative is physically unable to come to the post office.
f. Retain the receipted copy of Form 3533 in your files to support the office copy of the statement of account.
g. Destroy envelopes, wrappers, or other evidence submitted with the application, as provided in 147.272.a(4).
h. If the application is not approved, return it with the supporting papers and an explanatory statement to the applicant.
i. Enter the amount refunded in AIC 536(D), *Postage and Fees Refund,* as specified in *Handbook F-1.*

.262 *At Other Offices*

a. *Postage and Mailing Fees*
(1) Handle the application in accordance with provisions in 147.261.
(2) If no witness is available for signature in Part II, Form 3533, *Verification of Refund,* have payee sign in appropriate space.
(3) Record the refund as a write-in entry on a blank line in the disbursements section of your cashbook, and show AIC 536(D), *Postage and Fees Refund,* for the number and title of the account as specified in Handbook F-1.
(4) If the amount to be paid is greater than the $300 limit for money orders and the processing post office does not issue Treasury checks, send Form 3533 will all supporting papers and a statement certifying the claim to your sectional center postmaster.

Subchapter 150 COLLECTION AND DELIVERY

Part 151
GENERAL

151.1 PRIVATE MAIL RECEPTACLES

.11 DESIGNATION AS AUTHORIZED DEPOSITORY

Every letterbox or other receptacle intended or used for the receipt or delivery of mail on any city delivery route, rural delivery route, star route, or other mail route is designated an authorized depository for mail within the meaning of 18 U.S.C. sections 1702, 1705, 1708, and 1725. For the purposes of 146.2, 151.12, 156.44 and 156.58, the post is not part of the receptacle.

.12 USE FOR MAIL ONLY

Except as provided in 156.58, the receptacles described in 151.11 shall be used exclusively for matter which bears postage. Therefore, other than as permitted in 156.58, no part of a mail receptacle may be used to deliver any matter not bearing postage. This applies to items or matter placed upon, supported by, attached to, hung from, or inserted into, a mail receptacle. Any mailable matter not bearing postage and found as described above is subject to the same postage as would be paid if it were carried by mail. See 146.2 for procedures to be followed.

.13 CUSTOMER OBLIGATION IN MAINTAINING CLEAR APPROACH TO MAILBOX

Customer is responsible for keeping the approach to his mailbox clear to facilitate delivery. Where the approach to the mail receptacle located at the curb is temporarily blocked by a parked vehicle during normal delivery hours for the area, or snow or ice hampers the approach to the mailbox, the motorized city or rual carrier normally dismounts to make delivery. If the carrier continually experiences a problem in serving curbline boxes and where the customer who is able to control on-street parking in front of his mailbox does not take prompt corrective action after being properly notified, the postmaster may, with the approval of the sectional center manager, withdraw delivery service.

151.2 LOCAL ORDINANCES AND STATE LAWS

Postmasters are expected to report to regional offices any contemplated action by local or State authorities to enact or consider enactment of local ordinances or State laws that would adversely affect operating costs or performance of postal service.

Part 152
WHO MAY CARRY LETTERS

152.1 PRIVATE EXPRESS STATUTES

By a group of laws known as the Private Express Statutes Congress has generally conferred upon the Postal Service the exclusive right to carry letters for others over post routes.

152.2 IMPLEMENTING REGULATIONS: *QUESTIONS ANSWERED ON PRIVATE EXPRESS STATUTES*

The Postal Service's regulations under the Private Express Statutes are published in the Code of Federal Regulations, 39 CFR Parts 310 and 320.

These regulations take precedence over any inconsistent material in prior rulings and publications of the Postal Service, including Publication 111, *Restrictions on Transportation of Letters* (5th Ed. July 1967). The Postal Service has also published *Questions Answered on Private Express Statutes* containing answers to ten of the most frequently asked questions about the Statutes. Copies of the regulations or of *Questions Answered on Private Express Statutes* may be obtained from the Assistant General Counsel, Opinions Division, U.S. Postal Service, Washington, DC 20260.

152.3 GENERAL COVERAGE OF THE PRIVATE EXPRESS STATUTES

.31 DEFINITION OF *LETTER*

For purposes of the Private Express Statutes, a *letter* is defined as a message directed to a specific person or address and recorded in or on a tangible object. A *message* consists of any information or intelligence that can be recorded on tangible objects including, but not limited to, paper, in sheet or card form, recording disks, and magnetic tapes.

.32 EXCLUSIONS

Certain matter is excluded from the definition of the term *letter*, such as telegrams; checks and certain other instruments when shipped to, from, or between financial institutions; newspapers, and periodicals. (Other exclusions are described in the regulations.)

.33 PAYMENT OF POSTAGE

If the proper postage is paid, the letters may be privately carried without violating the Private Express Statutes. (The details to be complied with in cases of this kind are outlined in the regulations.)

.34 EXCEPTIONS

Letters may be carried privately and without paying postage under certain circumstances. The principal exceptions cover material transmitted with and relating exclusively to cargo; letters carried by the sender or the recipient, or by their regular salaried employees; and letters carried to or from a postal facility where they are to be or have been carried in the mail. (Details concerning these and other exceptions are found in the regulations.)

.35 SUSPENSION

A limited suspension of the Private Express Statutes permits the private carriage of certain defined data processing materials to and back from data processing centers, when the transmission is completed within 12 hours or by noon of the recipient's next business day, and when processing commences on materials sent to a processing center within 36 hours of receipt at the center. Carriers wishing to use this suspension to carry data processing materials for others must file a notice of their intention to operate on a form obtainable from the Private Express Liaison Officer, Customer Services Department, U.S. Postal Service, Washington, DC 20260. (Further details on this suspension are set out in the regulations.)

152.4 VIOLATIONS

Possible violations of the Private Express Statutes should be brought to the attention of the Inspection Service.

152.5 ADVICE ON THE MEANING OF PRIVATE EXPRESS STATUTES AND REGULATIONS

Members of the public and postal officials may obtain authoritative advice, including written advisory opinions, by contacting the Assistant General Counsel, Opinions Division, U.S. Postal Service, Washington, DC 20260.

154.6 DELIVERY TO PERSONS AT HOTELS, INSTITUTIONS, SCHOOLS, ETC.

.61 MAIL ADDRESSED TO PATIENTS OR INMATES AT INSTITUTIONS is delivered to the institution authorities, who in turn will deliver the mail to the addressee under the institution's rules and regulations. If the addressee is no longer at that address, the mail shall be redirected to his current address. If the forwarding address is unknown, the mail shall be returned to the post office.

.62 MAIL ADDRESSED TO PERSONS AT HOTELS, SCHOOLS, AND SIMILAR PLACES is delivered to the hotel or school. If the addressee is no longer at that address, the mail shall be redirected to his current address. If the forwarding address is unknown, the mail shall be returned to the post office.

.63 REGISTERED MAIL ADDRESSED TO PERSONS AT HOTELS AND APARTMENT HOUSES will be delivered to the persons designated by the management of the hotel or apartment house in a written agreement with the Postal Service. Form 3801–A, *Agreement by a Hotel, Apartment House or the Like*, MUST be executed for this purpose. If delivery of the registered mail has been restricted by the sender, it may not be delivered to the representative of the hotel or apartment house unless the addressee has specifically authorized this person in writing to receive his restricted delivery mail. The authorization may be made on Form 3849, *Notice of Mail Arrival or Attempted Delivery;* Form 3801, *Standing Delivery Order;* or by a letter to the postmaster.

154.7 CONFLICTING ORDERS BY TWO OR MORE PARTIES FOR DELIVERY OF SAME MAIL

.71 DELIVERY TO RECEIVER

Where persons make conflicting orders for delivery of the same mail, and they are unable to agree among themselves as to which of the parties may receive the mail, the mail may be delivered to a named receiver or third party unanimously agreed to by the disputing parties.

.72 REFERENCE TO REGIONAL COUNSEL FOR RULING

Where the disputing parties are unable to select a receiver, each party shall furnish the postmaster all available evidence on which he relies to exercise control over the disputed mail. If after receipt of such evidence the postmaster is still in doubt as to who should receive the mail, the postmaster will submit the case to his regional counsel for a ruling.

.73 DELIVERY OF MAIL IN ACCORDANCE WITH COURT ORDER

When the same mail is claimed by different persons, and a court decides to whom delivery should be made, the mail will be delivered in accordance with the court order.

154.8 DELIVERY OF PACKAGES

.81 HEAVY OR BULKY PACKAGES

Heavy or bulky packages of any class will be delivered as addressed if facilities are available.

.82 UNPROTECTED PLACES

Parcels will not be left on porches, steps, or elsewhere unprotected, except on the written order of the customer or when authorization for such delivery has been placed on the parcel by the mailer.

.83 MULTIPLE-FLOOR BUILDINGS

Parcel post, registered, insured, certified, and special-delivery articles will be delivered to the addressee or his authorized agent in person without regard to the floor on which his office or apartment is located. Cooperation of customers is requested, however, in making arrangements for mail to be delivered on the first floor.

.84 SECOND-ATTEMPT DELIVERY

If an ordinary parcel cannot be delivered on the carrier's first attempt, a notice will be left at the address indicating that the parcel is being held awaiting call. If the parcel is not called for, a second notice is sent after 5 days. If there is no response within 5 days after the second notice and no retention period is specified by the sender, the parcel will then be treated as undeliverable. When a retention period is specified, it is observed up to 30 days after the first notice. A second attempt to deliver will be made only if requested by the addressee.

.85 STREET-ADDRESS DELIVERY FOR BOX RENTERS

Parcel post mail for customers residing within the city delivery limits who receive mail through rented boxes will be delivered to a designated street address on written request.

154.9 DELIVERY TO MILITARY ORGANIZATIONS AND NAVAL VESSELS

.91 UNITS NOT OPERATING MILITARY POST OFFICES

Mail addressed to the Commanding General, Commander, Commanding Officer, staff sections and other officials by title, and personnel of military organizations, will be delivered to unit mail clerks or mail orderlies when such individuals have been designated on DD Form 285, *Appointment of Unit Mail Clerk or Mail Orderly* to receipt for all mail addressed to the unit for which he is designated. If the unit mail clerk or mail orderly has been designated on DD Form 285 to receipt for ordinary mail only, then registered, numbered insured, certified, and restricted delivery mail addressed to individuals by name may be delivered to the unit mail clerk or mail orderly only if authorized by the addressee in a letter to the post office, on Form 3849, *Mail Arrival Notice*, or Form 3801, *Standing Delivery Order*.

.92 UNITS OPERATING MILITARY POST OFFICES

All mail addressed to military organizations that operate military post offices will be delivered to the military postal clerk or an assistant postal clerk or to a postal finance clerk for the organization. Additionally, mail for other military organizations may be delivered to military postal clerks or postal finance clerks for further delivery when requested.

.93 IDENTIFICATION

Unit mail clerks, mail orderlies, postal clerks, and assistant postal clerks must provide proper identification to obtain mail. DD Form 285, properly completed showing classes of mail that the bearer is authorized to receive, with the military identification card, or Government issued identification bearing the individual's picture in the case of a civilian employee, will be required.

.94 RETURN RECEIPTS

Return receipts for registered, numbered insured, and certified mail shall not be completed by anyone other than the addressee.

Part 155

CITY DELIVERY

155.1 REQUIREMENTS FOR ESTABLISHING DELIVERY SERVICE

Consideration for establishing delivery service will be given when the following requirements are met:

a. A population of 2,500 or more within the area to be served, or 750 possible deliveries. (Postal population may vary greatly from the general census population because of different boundary interpretations and designations.)
b. Fifty percent of the building lots in the area to be served are improved with houses or business places. Where a house or building and its yard or grounds cover more than one lot, all lots involved are considered completely built up.
c. Streets are paved or otherwise improved to permit travel of post office vehicles at all times without damage or delay.
d. Street signs are in place and house numbers displayed, where applicable.
e. Right-of-ways, turnouts, and areas adjacent to roads and streets are improved so that installation and servicing of boxes will not be hazardous to the public or postal employees.
f. Satisfactory walks for carriers where required.
g. Approved mail receptacles or door slots are installed at designated locations.

The requirements are essential to an efficient mail delivery service, and must be met before delivery is inaugurated in a community. In establishing delivery service, a combination of delivery methods should be considered to provide adequate service to all residential and business sections of a community. All establishments of delivery service must have final approval of the Regional Postmaster General or his designee.

155.2 DELIVERY EXTENSION REQUIREMENTS

Delivery service extension requirements are the same as those listed in 155.1 with the exception of paragraph a. Methods of delivery for extensions are furnished in regional instructions. Door delivery service must have the final approval of the Regional Postmaster General or his designee.

155.3 REQUESTS FOR DELIVERY SERVICE

Requests or petitions to establish, change or extend delivery service must be made to the local postmaster. No formal petition is required. Postmasters will forward requests or petitions to establish service to the postal official designated by the regional office with a statement indicating whether the requirements in 155.1 are met.

155.4 MAIL RECEPTACLES

.41 OBLIGATION OF CUSTOMER

Customers of the carrier delivery service must provide mail receptacles or door slots. Business houses are not required to provide mail receptacles or door slots if they are open and someone is on hand to receive the mail when the carrier calls. Where an office building is equipped with an elevator, carriers will deliver to individual offices, provided they are open when the carrier arrives. If they will not be open, mail receptacles or door slots must be provided.

.42 DOOR SLOT SPECIFICATIONS

The clear rectangular opening in the outside slot plate must be at least 1½ inches wide and 7 inches long. The slot must have a flap, hinged at the top if placed horizontally, and hinged on the side away from the hinge side of the door if placed vertically. When an inside hood is used to provide greater privacy, the hooded portion must not be below the bottom line of the slot in the outside plate if placed horizontally, or beyond the side line of the slot in the outside plate nearest the hinge edge of the door if placed vertically. The hood at its greatest projection must not be less than $2^{1}/_{16}$ inches beyond the inside face of the door. Door slots must be placed not less than 30 inches above the finished floor line.

155.5 OUT-OF-BOUNDS CUSTOMERS

Customers outside city delivery limits may be given delivery service if they erect boxes on the carrier's regular line of travel. Special delivery, parcel post, insured, certified, COD, and registered mail will be delivered to the residences of out-of-bounds customers, if the residences are not more than three blocks from the carrier's line of travel and passable walks have been constructed or the street is not impassable; otherwise, a notice will be left in the box requesting that the customer call for the mail. If an ordinary parcel is involved and it can be placed in the box, delivery will be made in that manner.

155.6 APARTMENT HOUSE RECEPTACLES

.611 *General*

Delivery of mail to individual boxes in a residential building containing apartments or flats occupied by different addresses—regardless of whether it is considered an apartment house, a family hotel, residential flats, or business flats in a residential area, and regardless of whether the apartments or flats are owned or rented—shall be contingent upon each such building:

(a) Containing three or more apartments or flats;
(b) Having a common building entrance; and,
(c) Having a common street number approved by appropriate local or municipal authorities;

And shall also be contingent upon:

(d) The installation and maintenance of mail receptacles approved by the Postal Service;
(e) The provision of one box for each apartment, including that of any resident manager or janitor, unless the management has arranged for mail to be delivered at the office or desk for distribution by its employees; and,
(f) The grouping of the boxes for the building at a single point readily accessible to the carrier.

The tenant's correct mailing address shall be the address of the entrance at which the mail receptacles are located, and should include the apartment number or designated mailbox number.

.612 *Exceptions*

a. *Apartment House Complexes.* If, however, more than one such building has the same approved common street number (as when all or several buildings in an apartment house complex have the same approved common street number), delivery of mail to individual boxes shall be contingent, not upon the grouping of the boxes for each building at a single point readily accessible to the carrier, but upon the grouping of all the boxes for the common street number at a single point readily accessible to the carrier, even though the boxes serve residents in more than one building.
b. *Two or More Entrances.* If, however, such a building has more than one entrance, delivery of mail to mail receptacles grouped at more than one entrance shall be contingent upon each entrance to which delivery is made serving three or more apartments or flats, and the assignment, by appropriate local or municipal authorities, of a different street number to each such entrance.

.62 MAIL RECEPTACLES

.621 *Mail Receptacle Responsiblity.* Purchase, installation, maintenance, and replacement of mail receptacles, boxes, or parcel lockers, are not the responsibility of the Postal Service.

.622 *Improved Mail Receptacles.* Owners and managers of apartment houses, family hotels, or flats or complexes described above, which are equipped with obsolete apartment house mail receptacles, are urged to install up-to-date receptacles approved by the Postal Service to assure more adequate protection of the mail. When such buildings are substantially renovated, or remodeled to provide additional apartments, or a material change is made in the location of boxes, obsolete receptacles shall be replaced by currently approved receptacles.

.63 INSTALLATION, SPECIFICATIONS, AND APPROVAL

The conditions requiring installation, specifications for construction, installation procedures and approval procedures for manufacturers are covered in Publication 17, *Apartment House Mail Receptacles, Regulations and Manufacturing Standards.*

Part 156

RURAL SERVICE

156.1 RURAL STATIONS AND BRANCHES

.11 ESTABLISHMENT

Rural stations and branches, both personnel and nonpersonnel, are established and maintained in communities where a considerable number of people would be seriously inconvenienced if required to transact postal business with rural or star route carriers only, and where it is determined inadvisable to establish an independent post office.

.12 FUNCTIONS

.121 Personnel rural stations and branches accept, dispatch, receive, and deliver mail, including registered, insured, COD, and certified mail, issue money orders and sell stamps and stamped paper.

.122 Nonpersonnel rural stations and branches are self-service units which furnish essential mail services such as the collection and delivery of ordinary mail and sale of stamps. Services such as the sale of money orders, and the acceptance and delivery of certified, insured, registered, and COD mail are provided customers of nonpersonnel rural stations and branches by the rural carrier at the time he services the unit. Carriers are

.56 MORE THAN ONE FAMILY

More than one family, but not more than five families, may use the same box, provided a written notice of agreement, signed by the heads of the families, or by the individuals who desire to join in the use of such box, is filed with the postmaster at the distributing office.

.57 LOCKS

The use of locks on boxes is not required. If customers provide locks, the keys should be delivered only to the postmaster, who will assign them to the carrier. The carrier will unlock and lock the boxes when serving them. To facilitate the carrier's work, customers should, as far as practicable, adopt locks for each route of such pattern that a master key may be provided the carrier for unlocking the boxes.

.58 UNSTAMPED NEWSPAPERS

Rural boxes are to be used for mail only, except that publishers of newspapers regularly mailed as second-class mail may, on Sundays and national holidays only, place copies of the Sunday or holiday issues in the rural and star route boxes of subscribers, with the understanding that copies will be removed from the boxes before the next day on which mail deliveries are scheduled.

.59 BOXES THAT DO NOT CONFORM TO REGULATIONS

Rural carriers will report any boxes that do not conform to the regulations to postmasters, who will send to the owners of these boxes Form 4056, *Your Mail Box Needs Attention,* requesting that the irregularities or defects be remedied.

Part 157
STAR ROUTE BOX DELIVERY SERVICE

157.1 DESCRIPTION

Star route service provides for the transportation of mail between post offices or other designated points where mail is received or dispatched. Box delivery, collection service, and other mail service are also performed on a majority of routes. Every star route carrier will receive any mail matter presented to him, if properly prepaid by stamps, and deliver it for mailing at the next post office at which he arrives.

157.2 ESTABLISHMENT

.21 NEW SERVICE

Contracts for regular service are awarded after public advertisements. Temporary service may be established on short notice without advertising. Address requests or petitions for new routes to the director, logistics division, having supervision over the transportation of mail in the area involved.

.22 CHANGES

Changes in line of travel, extensions of service and schedules may be ordered by the director, logistics division, at any time. Address requests for changes and extensions to him.

157.3 BOX DELIVERY AND COLLECTION SERVICE

.31 SERVICE REQUIRED

Star route advertisements and contracts state whether box delivery, collection service, or other mail services are required and specify the area to be served. In addition to usual box delivery and collection service, on some routes the carriers are required to:

a. Sell stamp supplies.
b. Deliver registered, insured, certified, and COD matter.
c. Accept matter presented by customers to be registered, insured, certified, or mailed COD, and money with applications for money orders and give receipts.

.32 AVAILABILITY

Box delivery and collection service is provided without charge to customers. To qualify for service, a customer must:

a. Reside on or near a route on which box delivery and collection service is required.
b. Live at least one-fourth mile from a post office.
c. Provide and erect a suitable box or provide a suitable sack or satchel with post upon which it may be hung. Where a box is newly installed or a present box is being replaced, an approved rural-type box must be used. The name and box number of the owner must be neatly inscribed in letters and numerals not less than 1 inch high on the side of the box visible to the carrier as he approaches, or on the door if boxes are grouped.

d. Request, from the post office to which mail is addressed, delivery and collection service on Form 5431, *Star Route Box Patron Notice*. Star route *customers* residing between two post offices may receive mail service from that post office which is the one next preceding the customer's residence, or from either post office if there is a return trip. In addition, the customer may receive delivery from the post office from which the star route originates.

.33 DELIVERY OF MAIL

Mail matter addressed to a qualified customer of a star route will be taken by the carrier from the post office and deposited into the proper mailbox. If required by the contract, the carrier will deliver registered, certified, insured, and COD mail: Delivery of this mail will be made only when customer meets the carrier at the box or along the route. Parcel post packages too large to go into boxes may be delivered outside boxes, provided the addressee has filed with the postmaster a written request for delivery in that manner. Otherwise, notice will be left in customer's box to meet carrier on next trip. If delivery cannot be made by carrier, the mail will be held at the post office.

.34 COLLECTION OF MAIL

Mail matter properly stamped and placed in a mailbox for dispatch must be collected by the carrier and deposited in the next post office at which the carrier arrives, unless otherwise directed by the Postal Service. Mail collected on the route, addressed for delivery on that part of the route still to be covered before reaching the next post office, will be delivered on the day of collection. The carrier will cancel the stamps before delivery by writing across them the name of the post office last served, the State, the date, and the number of the route. Bulky mailable matter, properly prepared and stamped, will be collected by the carrier if placed on or near the box. Money left in mailboxes for the purchase of stamps will be at the risk of the customer.

157.4 LOCATION OF BOXES AND RECEPTACLES

Mailboxes and approved sacks or satchels must be placed where they protect the mail and may be conveniently served by the carrier without leaving his vehicle. They must be located on the right side of the road in the direction of travel, when required by traffic conditions or when driving to the left to reach the boxes would constitute a violation of traffic laws by the carrier. In such cases, customers desiring service on both outward and return trips of carrier must furnish a box, sack, or satchel on each side of the road.

157.5 DUTIES OF POSTMASTERS

Postmasters will:

a. Withhold delivery of registered, insured, certified, and COD mail to carrier, unless contract requires that the carrier deliver such mail.
b. Not deliver mail to carrier outside of regular lock pouch before it has reached the post office to which it is addressed.

157.6 DUTIES OF CARRIERS

If the contract requires that the carrier case his mail, he must:

a. Accept mail addressed to customers of the route, from the postmaster, and arrange it in order of delivery.
b. Prepare and maintain a list of the names of the customers served, arranged in alphabetical order with the box number opposite each name.
c. Markup and forward mail for customers on his route who have filed a change of address order and make appropriate entry in the roster book.

157.7 SALE OF STAMPS AND STAMP SUPPLIES

If contract requires carrier to sell stamps and stamp supplies, a fixed credit will be provided by the postmaster at the head of the route. Where the carrier serves customers who receive mail through other offices on the route, the carrier will replenish his fixed credit at those offices in amounts representing sales made by him to customers served through these offices.

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Part 158

FORWARDING MAIL

158.1 ORDER TO CHANGE ADDRESS

.111 *Forwarding Instructions*

File Form 3575, *Change of Address Order*, which is available at any post office or from any carrier. A written and signed order or a telegram sent by the customer, his agent, or person in whose care mail will be addressed is acceptable. Furnish old and new addresses. A change of address may not be filed with the Postal Service for mail bearing an employee's name addressed to the place of employment either during or after the termination of the employment relationship. Such mail is delivered in accordance with 154.4. A former employee may leave a forwarding address with the former employer for the purpose of having mail redirected to the former employee under the provisions of 158.6.

.112 *Forwardable Mail*

Mail received at the old address will be handled as follows:

a. First-class, and priority mail will be forwarded.
b. Official mail described in Part 137 that is sent as first-class, or priority mail will be forwarded.
c. Second-, third- and fourth-class mail will be forwarded when specifically requested by the order.
d. Mail addressed to *Occupant* or *Postal Customer* Will NOT be forwarded.
e. All third- and fourth-class mail for which the sender has guaranteed to pay the forwarding postage will be forwarded.
f. Mail bearing specific instructions of the sender DO NOT FORWARD will not be forwarded.

.113 *Pledge To Pay Forwarding Postage*

The order to forward mail constitutes the pledge of the addressee to pay forwarding postage. When an addressee who has pledged to pay forwarding postage refuses to pay the postage due, the postmaster must send Form 3546, *Notice to Change Forwarding Order*, to the postmaster at the old address requesting him to discontinue forwarding mail of the class refused.

.114 *Marking Forwarded Mail*

a. The forwarding employee at noncentral markup post offices will draw a line through the original address, without obliterating original address or postmark. Mark the new address, if known, and the mail is forwardable, or mail is second-class and requires Form 3579. See 158.22. Always include the ZIP Code as part of the new address.
b. Forwarding employees at central markup post offices will affix a yellow forwarding label, which supersedes any other mailing address on the mail piece, below the original mailing address. Lining out the original mailing address is discontinued. EXCEPTION: When an addressee moves more than once in a 12-month period, the original mailing address and subsequent forwarding labels except the one required to get the mail piece to the final point of delivery will be lined out.
c. Rate for collection of postage from the addressee all second-, third-, and fourth-class mail forwarded to another post office, EXCEPT official mail described in Part 137. The Postal Service is reimbursed pursuant to 137.11 and 137.21 for forwarding postage accruing on official mail.

d. When articles prepaid at the rate in 135.123, 135.13, or 135.14 are forwarded, charge postage at the same rate. For catalogs prepaid at the rates in 135.121 compute return postage at the rates in 135.123.

.12 REGISTERED, CERTIFIED, INSURED, AND COD MAIL

.121 *Conditions*

A *Change of Address Order* for ordinary mail will cover registered, certified, insured, and COD mail unless the sender has given other instructions or unless the addressee moved outside the United States. The sender's instructions should be written or printed on the envelope or wrapper. Examples: *Do not forward; If not accepted within ____ days return to sender.* Exceptions:

a. COD mail will not be forwarded to the Canal Zone nor to overseas military post offices.

b. Domestic registered articles mailed outside the United States and addressed for delivery in the United States will not be forwarded to the Canal Zone if the postage indicates the articles were valued at more than $1,000. Articles mailed in the Canal Zone addressed for delivery in the United States will not be forwarded to any place outside the United States if there is reason to believe the value exceeds $1,000.

c. Insured and COD parcels that have mailers' instructions to abandon or to sell perishable items, written or printed on the envelope or wrapper, will be treated according to the instructions. Examples:

Do not forward or return. If not accepted within ____ days, treat as abandoned. Notify mailer of final disposition.

Do not forward or return. If undelivered after ____ days, sell contents to highest bidder and remit proceeds, less commission, to mailer.

Do not forward or return. If undeliverable after ____ days, destroy. Notify mailer of final disposition.

A commission of 10 percent, but not less than 25 cents, is retained by the Postal Service from the amount for which perishable items are sold.

d. COD mail may have written or printed on it a request that it be forwarded to a new addressee. The name and address of the new addressee must be shown in a bordered space with instructions that the mail be delivered either with or without the collection of COD charges.

.122 *Forwarding*

Do not change the name of the addressee or sender. Cross off the name of your office, add the new address and ZIP Code number, mark the piece *Forwarded*, postmark it, and dispatch under the original number. If a return receipt is attached to the article, forward it also. Show the particulars of forwarding on Form 3849 and file the form, or make entry in Form 3850 showing this information.

158.2 TIME LIMIT OF CHANGE OF ADDRESS ORDER

.21 TIME LIMIT SPECIFIED BY ADDRESSEE (Not to Exceed 1 year)

State beginning and ending dates in the change of address order. The original order should be canceled when the addressee returns to his old address or moves to another permanent address within the specified period.

.22 TIME LIMIT NOT SPECIFIED BY ADDRESSEE

.221 Records of permanent change of address orders, other than those subject to 158.23, are held one year for forwarding purposes from the end of the month in which the change becomes effective. Exception: Address changes to a post office box at the same post office, as indicated on Form 1093, *Application for Post Office Box*, shall be honored indefinitely. The order is not renewable. Mail may continue to be forwarded beyond the 1-year period if the new address is known to the forwarding employee.

.222 All post offices shall retain change of address orders for a period of one year from the end of the month in which the change becomes effective for administrative purposes, providing mailing list service (see 122.5) and releasing address change information to the public under provisions of the Freedom of Information Act.

.23 CHANGE FROM GENERAL DELIVERY AT CITY DELIVERY OFFICE

.231 *To Permanent Local Address*

Record of change of address orders without time limit will be kept 6 months.

.232 *To Other Than Permanent Local Address*

Record of change of address orders without time limit will be kept 30 days.

158.3 POSTAGE FOR FORWARDING

.31 CHANGE IN LOCAL ADDRESS

If a change is made to an address served by the same post office, all first-, second-, and fourth-class mail and third-class mail of obvious value will be delivered as directed. Additional postage will not be required. When the change of address is to a post office box at the same post office, all mail will be transferred to the box in accordance with instructions shown on Form 1093.

.32 CHANGE TO ANOTHER POST OFFICE

Mail forwarded to another post office is subject to additional postage as follows, to be computed the same as if the piece were originally mailed at the office from which it is forwarded:

a. *First-Class Mail weighing* not more than 13 ounces, including postal and post cards, is forwarded without charge when postage has been fully prepaid by the sender. No additional charge is made for forwarding first-class mail weighing not more than 13 ounces that is not fully prepaid, but any amount shortpaid at the time of original mailing will be collected on delivery.

b. *Second-Class Publications* are subject to additional postage for forwarding at the second-class transient rate computed on each individually addressed copy or package of unaddressed copies.

c. *Controlled Circulation Publications* are subject to additional postage for forwarding at the single-piece third- or fourth-class rate according to weight.

d. *Third-Class Mail* is subject to collection of additional postage for forwarding at the applicable rate of postage.

e. *Fourth-Class Mail* is subject to the collection of additional postage for forwarding at the applicable rate of postage.

f. Priority mail (heavy pieces) which includes all mail weighing over 13 ounces with postage prepaid thereon at the rates provided by 136.11, is forwarded by air and additional postage at the applicable rate in 136.11 between the forwarding and the delivery office will be collected on delivery.

g. *Registered, Certified, Insured, COD, and Special Handling Mail* is forwarded without the payment of additional fees, but the ordinary forwarding postage charges, if any, must be paid. Such mail will not be forwarded to a foreign country. See 166.46 for forwarding special delivery mail.

158.4 ADDRESS CHANGES OF PERSONS IN U.S. SERVICE

All first-, second-, and fourth-class mail and third-class mail of obvious value addressed to persons in the United States service (civil and military) serving at any place where the United States mail service operates, whose change of address is caused by official orders, will be forwarded until it reaches the addressee. No additional postage will be charged. Second-, obvious value third-, and fourth-class mail and priority mail so forwarded are endorsed by the forwarding office *Change of Address Due to Official Orders*. This provision for free forwarding from one post office to another applies to mail for the

members of the household whose change of address is caused by official orders to persons in the United States service. (See 122.813 and 122.823 concerning dependents residing with military personnel.) Exception: Second-class mail will not be forwarded between the U.S. and overseas APO addresses by military authorities. Copies of publications addressed to an APO for military personnel transferred to overseas assignments will be endorsed by military personnel *Forwarding Prohibited, Addressee Assigned Overseas* and returned to the post office for disposition. Copies of publications addressed to military personnel at their APO addresses who have been transferred to the U.S. will be endorsed by military personnel *Forwarding Prohibited, Addressee Returned to the U.S.* and returned to the military post office for disposition. Second-class mail having FPO addresses may be forwarded to or from the U.S. and overseas for a period not to exceed 60 days when requested by individual addressees. Additional treatment of second-class mail shall be as outlined in 159.22.

158.5 CHANGE IN POST OFFICE SERVICE

.51 ADDRESSED TO A DISCONTINUED POST OFFICE

All first-, second-, and fourth-class mail and third-class mail of obvious value addressed to a discontinued post office may be forwarded to any other post office designated by the addressee without additional charge when the office to which such mail is ordered sent by the Postal Service is not convenient for the addressee.

.52 FORWARDED DUE TO CHANGE IN RURAL DELIVERY SERVICE

Customers of any office who, on account of the establishment of or a change in rural delivery service, receive their mail from the rural carrier of another office may have their first-, second-, and fourth-class mail and third-class mail of obvious value sent to the latter office and delivered by rural carrier without a new prepayment of postage, provided they file a written request with the postmaster at the former office.

.53 ADDRESSED TO BOXHOLDER

Mail addressed to post office, rural route, or star route boxholder will be delivered to those customers residing in the affected area until June 30 following establishment or conversion to city delivery service or for a period of 90 days, whichever is longer.

158.6 REFORWARDING

The address (but not the name) may be changed and the mail reforwarded as many times as necessary to reach the addressee. Each time second-class mail, third-class mail of obvious value, or fourth-class mail, and priority mail weighing over 13 ounces, is reforwarded, it is charged additional postage at the appropriate rate.

158.7 SUMMARY OF PROCEDURES FOR HANDLING UNDELIVERABLE MAIL (EFFECTIVE DECEMBER 28, 1975)

FORWARDING							RETURN					
First class up to 13 ozs. incl. Postal and postcards	Priority mail (1st over 13 ozs.)	Second class	Controlled circulation	Third class	Fourth class	APPLICABLE RATES: a. Priority Zone Rate between forwarding and destination PO. b. Transient Rate. c. 3rd or 4th Rate, as applicable. d. 3rd single piece. e. Applicable 4th. f. Postcard Rate or Service Fee, as indicated.	All 1st & priority mail	Postal and postcards	Second class	Controlled circulation	Third class up to 2 ozs. incl.	Third class over 2 ozs.	Fourth class
	a	b	c	d	e	←---RATES---→		f	b	c	d		e
A	D	FG	FH	J		No Markings	B	L	G	H	O		
						Ret. Post. Guar.		M			M		
				IE		Fwdng & Return Postage Guaranteed					ME		
AC	DC			ICE		Address Corr. Req. Fwdng & Ret Post Guar		N			N		K
				JC		Address Corr. Req. Return Post. Guar							
		FG		JC		Address Corr. Req. or obsolete wording Return Requested			G				P

KEY

A — Forward free.
B — Return free endorsed with reason for nondelivery.
C — Send address correction to mailer, collect address correction fee.
D — Forward at rate "a."
E — Sender must pay Fwdng & Return Postage if addressee refuses mail.
F — For 3-month Period: Transfer locally free and forward out of town postage due if addressee guarantees forwarding postage. Furnish #3578 to addressee. After 3 months, or if not forwardable originally, apply G, H, below as appropriate.
G — Send address correction together with old address, collect address Correction fee.
H — Return complete copy with address correction attached. Collect "b" or "c" rate plus address correction fee.
I — Transfer locally free, forward out of town at applicable rate.
J — Transfer locally free if endorsed *Return Postage Guaranteed* or if addressee has guaranteed forwarding postage. Forward out of town only if addressee has guaranteed forwarding postage.
K — Return at applicable rate plus fee for address correction attached.
L — No return—treat as waste.
M — Return at applicable rate, marked NOT DELIVERABLE AS ADDRESSED—UNABLE TO FORWARD only.
N — Return endorsed with reason for nondelivery, collect address correction fee.
O — If of obvious value, return at applicable rate—otherwise treat as waste.
P — If of obvious value, return at applicable rate plus fee for address correction—otherwise send address correction and collect fee.

.25 FOURTH-CLASS MAIL

.251 Undeliverable fourth-class mail will be handled according to the instructions in 159.24 for handling third-class mail weighing more than 2 ounces, except that fourth-class rates apply wherever third-class rates are mentioned. Address correction and return and forwarding services provided for third-class mail may be used for fourth-class mail.

.252 Return to the sender, or the person designated by him, undeliverable mail having obvious value or bearing the words *Return Postage Guaranteed If Undeliverable.* (If the mail bears instructions of the sender to destroy or abandon, follow the procedures in 159.257.)

.253 When fourth-class mail of obvious value bearing a postage meter stamp of a private meter user is received unaddressed and without return address and delivery cannot be made, return the piece to the mailing office. The office of mailing shall deliver the piece to the meter licensee on payment of the return postage.

.254 Compute and mark the charge on each piece. In determining the amount due compute postage at the applicable rate between the returning office and the office to which the piece is returned. If the piece has been marked to show that forwarding postage is due, add this amount to the return charge.

.255 When articles correctly prepaid at the rates in 135.121, 135.13, or 135.14 are returned, compute the return charge at the same rate or 25 cents whichever is higher. For material prepaid at the rates in 135.122, compute return postage at the rates in 135.121.

.256 If effort has been made to deliver a piece addressed for local delivery, do not return it to the sender without payment of the applicable charge.

.257 When undeliverable domestic ordinary, insured, or COD mail; or when undeliverable ordinary, insured, COD, or registered articles of domestic origin and foreign address bear instructions of the sender to abandon or destroy, hold for the prescribed retention period and then:

a. Strip the mail and dispose of the contents as prescribed in 159.72.
b. Notify the sender on Form 3858, *Notice of Undeliverable or Abandoned Mail,* relative to insured and COD mail only.
c. Treat packages of foods, drugs, and cosmetics in accordance with 159.28.

.26 PRIORITY

Priority mail (heavy pieces) will be returned by the same transportation as first-class mail at no additional charge. Priority mail (heavy pieces) includes all mail weighing over 13 ounces which has postage prepaid thereon at the rates provided by section 136.11.

.27 REGISTERED, CERTIFIED, INSURED, AND COD

.271 *Notice (Registered and COD Mail only)*

a. When registered mail is undeliverable as addressed and cannot be forwarded, a notice is sent to the mailer on Form 3858 showing the reason. By completing the form and returning it immediately in an envelope bearing first-class postage, the mailer may tell the postmaster what to do with the mail. Mail will be returned to the mailer if there is no response. The postage charge, if any, for returning the mail (but not registration or COD fees), will be collected from the mailer. EXCEPTION: When registered mail is addressed to a person who has moved and left no forwarding address, Form 3858 will not be sent, and the mail will be returned immediately to the mailer.
b. When, and only when, the mailer specifically so requests, Form 3849-D, *Notice to Sender of Undelivered COD Mail,* will be sent to the mailer in accordance with part 163.43. The mailer may then designate a new addressee or alter the amount of COD charges by submitting Form 3818, *Authorization to Change COD Charges or Addressee,* in accordance with section 163.172. The article will be returned to the mailer at the end of the holding period if no response is received. The postage charge, if any, for returning the mail (but not registration or COD fees) will be collected from the mailer. *Exception:* When COD mail is addressed to a person who has moved and left no forwarding address, Form 3849-D will not be sent, and the mail will be returned immediately to the mailer.

.272 *Returning Registered, Numbered Insured, and Certified Mail*

Prepare the record on both sides of Form 3849 *Notice of Mail Arrival or Attempted Delivery,* or show disposition in Form 3850, *Record of Delivered Registered, Numbered Insured, Certified, and COD Mail,* if Form 3850 is used as the delivery record. File Form 3849. If a return receipt is attached, indicate the reason for non-delivery on the return receipt, initial the card, postmark the card, and *return the article to the mailer with the return receipt attached.* Return registered mail through the registered mail system.

.273 *Insured and COD Received Without Identification*

When insured or COD mail bearing a postage meter stamp or postmark is received unaddressed and without return address, open it to obtain the name and address of addressee or sender, if possible. When identification is not obtained but mailing office is known, send Form 3842 and hold parcel pending reply.

.274 *Returning COD Mail*

a. Enter on Form 3814, *Record of COD Parcels Held for Delivery;* Form 3814C, *Recording and Checking COD Parcels and Funds at Offices of the Second Class;* or Form 3850 all COD packages returned to the sender.
b. Packages marked *abandon* or *destroy* which have been improperly returned to the mailing office must be handled as prescribed in 159.257. Send a report of the irregularity on Form 3827, *Irregularity Report of Insured and COD Mail,* to the postmaster who returned the mail.

.28 DISPOSAL OF PERISHABLE MAIL, DRUGS, AND COSMETICS

.281 *Perishable Mail*

Undeliverable parcels containing perishable items that cannot be forwarded or returned before spoiling, and parcels of day-old poultry that cannot be delivered or returned within 72 hours after hatching, if salable will be disposed of by the postmaster to the highest bidder through competitive bidding. Sale by bid will not be made to the addressee. The postmaster will send the proceeds of the sale, less a commission of 10 percent (but not less than 25 cents), to the mailer, by postal money order, with an explanation of the action taken. The postal money order fee will be deducted.

.282 *Drugs*

Packages undeliverable to either the addressee or the sender that contain drugs will be destroyed. They will not be sold, donated, or retained as dead parcel post.

.283 *Cosmetics*

Packages undeliverable to either the addressee or the sender that contain cosmetics, such as soaps, perfumes, powders, home permanent waves, hand lotions, hand creams, after-shave lotions, and deodorant sticks or pastes, which bear no statements claiming medicinal properties, will be treated as dead parcel post. Lipsticks will be destroyed. If there is any question whether the use of a cosmetic might, as the result of deterioration or for other reason, jeopardize life or health, the article will be destroyed.

.284 *Prohibited Bidders*

Postal employees may not submit bids at sales of perishable mail.

.285 *Remittance and Commission*

Complete Form 3820, *Sale or Destruction of Perishable Mail,* in duplicate. Fix postage-due stamps representing the amount of the commission to the original Form 3820 to the sender, and cancel the stamps. Show on duplicate copy only the name and address of purchaser and retain on file.

.323 Insured and certified mail is held a maximum of 15 days. It is held a lesser number of days if the sender so specifies.

.324 COD mail is held a maximum of 30 days. It is held a lesser number of days if the sender so specifies.

.33 SPECIAL DELIVERY AND SPECIAL HANDLING MAIL

Special delivery and special handling articles are held for the period specified in 159.31 or 159.32, except that requests for immediate return of special delivery mail will be honored.

159.4 DISPOSAL OF UNDELIVERABLE MAIL AND UNCLAIMED ARTICLES

.41 EXAMINATION AND DISPOSITION OF UNDELIVERABLE MAIL

.411 *Examination*

Third- and fourth-class undeliverable mail, which cannot be returned because of an incorrect, incomplete, illegible or missing return address, must be promptly opened and examined to identify the sender or addressee. This includes matter mailed under 162.122. All other mail bearing postage at the first-class or priority rates, may be opened only in dead letter or dead parcel branches (see 159.724). Examination of mail under this section is limited to employees designated in writing by the postmaster or bulk mail center manager. At post offices, these must be employees with claims and inquiry responsibility and must be assigned to the claims and inquiry unit at offices with such units.

.412 *Disposition*

Mail undeliverable after examination under 159.411 is disposed of as follows:

a. Postal and post cards or samples of merchandise are destroyed or sold immediately.

b. Printed matter, including circulars, greeting cards, newspapers, magazines, and other periodical publications, obviously without value, is disposed of as waste paper without examination of contents. This mail will not be torn or mutilated before being consigned to the general waste, except when necessary to prevent improper use. Such matter as redemption coupons and uncanceled postage stamps must be burned or mutilated to prevent improper use. Magazines shall not be separated from the general waste unless their separate bulk sale by contract as waste would result in a material advantage to the Postal Service by reason of the high quality of the paper. Under no circumstances may magazines or other periodical publications be sold at a per copy rate or at auction by the post office. Contracts negotiated for the disposal of waste should contain a provision prohibiting resale by the contractor of copies of magazines or other periodical publications to the public for reading purposes.

c. Domestic ordinary, insured, or COD articles bearing sender's instructions to abandon are disposed of immediately after expiration of the periods stated in 159.3.

d. Third-class mail of no obvious value (see 159.6) and without sender's request for return is disposed of as waste.

e. Insured and COD articles bearing sender's instructions to destroy will be destroyed.

f. Packages containing medicine, perishable articles, liquids, or other articles likely to injure employees, or damage equipment or other mail, or to attract pests, must be destroyed as soon as they are known to be undeliverable.

g. Letters from Canada or Mexico with return addresses are returned to the postmaster at the post office of origin.

h. Mail addressed to a deceased person. See 154.24.

i. Unclaimed franked mail from a Member of Congress, including that addressed under provisions of 122.442, and unclaimed official mail, including official reports and bulletins sent by State agricultural colleges and experiment stations, is returned to the postmaster at the office of origin if it is known. If office of origin is not known, the mail is sent to the post office at Washington, D.C. Undeliverable mail bearing return address of the White House, the Senate, or the House of Representatives, with or without postage stamps, is returned to the post office at Washington, D.C.

j. Santa Claus letters, with postage fully prepaid (or local unpaid or partly paid), with no identification of person for whom they are intended, are sent to institutions or persons who may request them to use for exclusively philanthropic purposes. If there is no voluntary request, they are sent to the dead mail office.

k. An undeliverable letter bearing the return address of a hotel, motel, school, college, or other public institution printed on the envelope as an advertisement is sent to a dead letter branch for disposition unless the return address also includes the name or title of an individual or a printed or written request for return.

l. Undeliverable and nonreturnable mail containing firearms is handled in accordance with 159.721d.

m. Other mail, including first-class and airmail, bearing no return address or an identical return and delivery address is sent to a dead letter or dead parcel post branch for final disposition.

n. Coins should be stripped from undeliverable circulars and their value should be accounted for as *Miscellaneous Revenue*, A/C 40990.

o. Mail matter, which is disposed of as waste, remains the property of the Postal Service until it has been physically removed from postal premises by contractors or others specifically authorized to effect such removal.

.42 MONEY FOUND LOOSE IN THE MAIL

Dispose of money found loose in the mail as follows:

a. United States money found loose in the mail, unless identified with losses from mail or returned to its owner, must be promptly turned over to a supervisor. Amounts turned over must be recorded on Form 25, and the entry must be receipted by both the supervisor and the finder by initialling the entry. Funds may be retained by the supervisor until $1 or more has accumulated but should be remitted at least weekly. Funds remitted must be taken into A/C 40990.

b. Retain 30 days awaiting possible claim by the owners all foreign money and any United States money having unusual value, such as uncirculated coins, antiques, or collector's items if identified as such. If unclaimed after 30 days, dispose of it as follows:

(1) Send all Canadian money to the postmaster at Buffalo, NY 14203.

(2) Send all other foreign money to the postmaster at New York, NY 10001.

(3) Send U.S. money having unusual value to the postmaster at New York, NY 10001.

(4) Register money if the known or estimated value exceeds $10.

c. Keep an identifying record only when it may assist in returning the money to its owner.

d. If a valid claim is received for money found loose in the mail after it has been taken into the postal account, make refund from current funds and take credit in A/C 40980.

.43 UNCANCELED STAMPS FOUND LOOSE IN THE MAIL

.431 *Uncanceled Stamps Lost From Mail*

a. Reaffix to mail if possible; if not, drop in a slotted and sealed or locked container located on the workroom floor.
b. Destroy at least once a month by burning.
c. Make no record of these stamps.

.432 *Uncanceled Stamps Not Lost From Mail*

a. Place in an envelope and retain 30 days in the inquiry section of the main office if found at main office or at contract stations or branches; or in custody of the superintendent if found at classified stations and branches.
b. Make a descriptive record on the envelope only if it will assist in returning the stamps to the owner. If delivered to owner, take a receipt on the envelope.
c. If unclaimed after 30 days, destroy monthly at the place of retention in the presence of a witness designated by the postmaster. Keep a record of the amount of stamps received and destroyed, by total amounts only, on Form 25.

.44 ARTICLES FOUND LOOSE IN THE MAIL

.441 Treat mail under this section (159.44) at the bulk mail center or post office where found. Make every reasonable effort to match loose articles with the envelope or wrapper from which lost.

.442 Examine articles of value which cannot be matched with an addressed envelope or wrapper to try to identify the mailer or addressee. If identified, return or forward under a penalty envelope or label, with explanation. Handle unidentified postal money orders in accordance with 159.772b(8). Charge postage as follows:

a. Except as indicated in 159.442b, c, or d, matter which has become loose or undeliverable due to damage during handling, and which is subsequently identified and returned or forwarded to the mailer or addressee, shall be assumed to have been mailed with postage prepaid and shall be returned or forwarded to the next delivery point without any additional postage charges. Any subsequent forwarding or return, will be subject to postage charges at the applicable rate.
b. If the article contains $10 or more in money or negotiable or intangible property susceptible of being converted into cash, register the item and show the minimum registry fee as postage-due.
c. If it is evident that postage has not been prepaid, loose or undeliverable matter should be rated for collection of postage on delivery at the applicable rate.
d. Items such as wallets, bank deposits, or other nonmail matter, found in collection boxes or other points within the jurisdiction of the Postal Service, should be returned at the applicable single-piece third- or fourth-class rates in parts 134 or 135.

.443 Dispose of unidentified articles that have no value as waste. Treat those of value as dead mail. Forms, brochures, pamphlets, merchandise coupons, and similar matter which have become soiled, crumpled, or mutilated, must be disposed of as waste, in accordance with 159.412b.

.444 Loose merchandise bearing an exclusively controlled trade name may not be released for delivery or return unless there is acceptable evidence, as prescribed in 159.445, that the firm to whom the merchandise is to be delivered is the mailer or addressee. The fact that an item bears an exclusively controlled trade name does not, by itself, establish a firm's right as the mailer or addressee.

.445 Postmasters and bulk mail center managers must return merchandise to the nearest retail store, mail order store, or distribution center of a firm if ALL of the following conditions exist AND the firm does not object. Questions regarding return of merchandise under this Section should be addressed to the Office of Mail Classification, U.S. Postal Service, Washington, DC 20260.

a. The article must appear to be new.
b. Each article, or bundle of articles, must have an invoice, picking ticket, or other detachable identification on it. The identification must clearly show the following information:
   (1) The name of the firm.
   (2) A catalog, stock number, or other indication that the article was taken from the firm's stock.
   (3) An order or invoice number, or other indication that the article was mailed in connection with a customer's order.

159.5 DIRECTORY SERVICE

.51 AVAILABILITY

Service is not generally available, but at carrier offices where a directory is available, directory service is given to registered, certified, insured, COD, special delivery, and special handling mail; to perishable matter and parcels of obvious value; and to international mail, except circulars. Incorrectly or incompletely addressed mail from overseas Armed Forces is given directory service and is not returned to the sender until every effort is made to deliver it.

.52 MAIL ENTITLED TO DIRECTORY SERVICE

Provide directory service at letter carrier offices for the following types of mail which cannot be delivered due to insufficient address or which fail of delivery at the address given. Centralize the service at the main office or the point of centralized distribution.

a. Certified.
b. COD.
c. Foreign mail, except foreign circulars: Foreign mail bearing first-class postage, received in quantities, and having the general characteristics of circular mail, must not be given directory service.
d. Insured.
e. Mail from overseas Armed Forces. Do not return this mail to sender until every possible effort has been made to deliver it.
f. Parcels of obvious value.
g. Perishable matter.
h. Registered.
i. Special delivery.
j. Special handling.
k. Official Postal Service mail.

.53 WHAT DIRECTORY TO USE

Use only a city or a telephone directory. Do not compile one of any kind.

.54 MAIL NOT ENTITLED TO DIRECTORY SERVICE

.541 Do not give mail, other than that listed in 159.52, directory service.

.542 Mail not entitled to directory service which because of incomplete or erroneous address cannot be delivered must be examined by an experienced distributor to effect delivery if possible. EXCEPTIONS: Do not review mail not addressed by name, mail bearing a simplified address, and third-class mail of no obvious value prior to disposition.

.543 Indefinitely addressed first-class mail and other mail of obvious value, apparently intended for delivery on a rural or star route, must be examined by an experienced distributor who will either case it to the carrier, or endorse it as specified in 159.113 if undeliverable. The carrier, if unable to effect delivery, must endorse each piece *Not for Rural or Star Route No.*, unless one of the reasons in 159.112 would be more appropriate.

.544 At large offices, where rural service is provided from different stations, conduct the examination described above only at the station from which delivery is attempted.

159.6 OBVIOUS VALUE MAIL

.61 IDENTIFIED AS TO OBVIOUS VALUE

The sender of third- and fourth-class mail may identify pieces which are considered to be of obvious value and assure their return by using the *Return Postage Guaranteed* service. The sender may assure delivery or return of the pieces by using the *Forwarding and Return Postage Guaranteed* service.

.62 UNIDENTIFIED AS TO OBVIOUS VALUE

When an undeliverable piece does not bear the sender's guarantee to pay forwarding or return postage, its value must be appraised before it is disposed of. Packages of merchandise or personal property such as photographs, jewelry, or clothing are examples of matter having obvious value. Miscellaneous printed matter such as circulars and articles unsolicited by the addressee such as samples of merchandise are examples of matter not of obvious value.

.63 DISPOSITION

When a piece not so indorsed is determined to be of obvious value, it must not be disposed of as waste, or sent to dead letter or dead parcel branches if it can be forwarded to the addressee or returned to the sender. If the addressee has guaranteed to pay forwarding postage for matter of obvious value, the piece will be forwarded. If the piece cannot be forwarded, it will be returned to the sender at the applicable postage rates.

159.7 DEAD MAIL

.71 DEFINITION

Dead mail is matter deposited in the mail which is or becomes undeliverable, or is unmailable, and which cannot be returned to the sender.

.72 TREATMENT AT LAST OFFICE OF ADDRESS

.721 *Disposition*

At the end of retention periods specified in 159.3, mail is declared dead. Dead mail described in 159.412 a, b, c, d, e, and f is disposed of locally. First-class letters, first-class parcels, and other articles that have obvious value

are forwarded on fixed schedules to dead letter or dead parcel post branches for final disposition. Dispose of as follows:

a. *First-Class Mail.*
   (1) *Offices With 950 or More Revenue Units.* Send dead letters to your dead letter branch daily. Send dead first-class parcels to your dead parcel post branch weekly.
   (2) *Other Offices.* Send dead letters to your dead letter branch and dead first-class parcels to your dead parcel post branch weekly.

b. *Third- and Fourth-Class Mail* Hold third- and fourth-class parcels of obvious value for 30 days after they become dead. Then send them to the proper dead parcel post branch weekly.

c. *Insured and COD Matter.* Hold dead insured and COD mail for 6 months after it becomes dead. Then send it to your dead parcel post branch weekly. Hold dead mail having salvage value, and dead mail necessary as evidence for pending claims until disposal instructions are received from the St. Louis Postal Data Center, which adjudicates the claim. Insured and COD matter endorsed by the sender *Destroy* or *Abandon* is destroyed or abandoned when it becomes undeliverable at the last office of address. When the sender of undeliverable insured or COD mail refuses to accept it, give him written notice that the parcel will be treated as dead mail if not claimed and postage-due paid in 10 days. If parcel is not claimed, send it to the dead parcel branch on the next weekly dispatch. If parcel was insured, endorse Form 3849 to show refusal by the sender; if COD, endorse the tag.

d. *Firearms.*
   (1) Handle concealable firearms, mailed contrary to 124.4, in accordance with 232.3n.
   (2) Hold dead mail containing concealable firearms, mailed in accordance with 124.4, or other firearms, for the applicable retention period specified in 159.721b or 159.721c. Then send it to your dead parcel branch weekly using registered mail. Include a memorandum with the shipment advising the reason for nondelivery and how it was discovered that the shipment contained firearms.

e. *Matter Posted in Violation of Law or Treaty.* Retain all dead matter, including first class not in the form of a letter, addressed to foreign countries posted in violation of law or treaty stipulation that is of obvious value for 6 months after it becomes dead.

f. *Foreign Mail.*
   (1) *Originating in Canada.* Forward dead letters originating in Canada to your dead letter branch daily. See Publication 42, *International Mail.*
   (2) *Other.* Send dead letters originating in countries other than Canada to the exchange office daily. See Publication 42, *International Mail.*

g. *Articles Found Loose in the Mail.* Articles found loose in the mail, which cannot be delivered or returned after the initial handling prescribed in 159.444 and 159.445, are treated as dead mail. Hold for 30 days and then send to the proper dead parcel branch weekly. Treat as follows:
   (1) *Sorting.* If the volume requires a plan of sorting to facilitate search and disposal on schedule, proceed as follows:
      (a) Separate the articles into general groups, such as books, clothing, hardware, etc. Store by weeks to facilitate location and disposal.
      (b) Only if the volume makes it necessary, assign a serial number to each category referred to in (a); assign a serial number to each parcel within each category; make a card or book list of the parcels, by category and parcel numbers, with a brief description of the articles.

(2) *Wrapping.* Do not wrap or box loose articles during the retention period except when necessary to keep together several articles known to be from the same parcel.

.722 Makeup and Dispatch

a. *Marking*
See that the reason for nondelivery is endorsed on dead mail when preparing for final disposition. Backstamp letters and postmark parcels.

b. *Makeup*
(1) Enclose dead letters in an envelope wrapper, tie securely in separate bundles, or pouch, as warranted by quantity.
(2) Use sacks for dead parcels and for articles found loose in the mail.
(3) Do not tie undeliverable and unmailable dead letters in the same bundle. Separate bundles of undeliverable and unmailable dead letters may be placed in the same envelope wrapper, or pouch.
(4) Do not tie domestic dead letters in the same bundle with dead letters which originated in Canada. Separate bundles of Canadian and domestic dead letters may be placed in the same envelope wrapper, or pouch.
(5) Do not place any mail, not intended for dead mail units, in envelope wrappers, letter bundles, pouches, or sacks addressed to those units. Envelope wrappers or bundles addressed to dead mail units may be enclosed with other mail in pouches or sacks addressed to a post office in which a dead mail unit operates.

c. *Labeling and Addressing for Dispatch*
(1) Address dead letter mail as follows: *Dead Letter Branch, (City, State, and ZIP Code).*
(2) Address dead parcel mail as follows: *Dead Parcel Branch, (City, State, and ZIP Code).*
(3) The address of the appropriate unit should be handwritten or typewritten on envelopes used for sending mail to dead letter or parcel branches.
(4) When a pouch or sack is used, the address of the dead mail unit must be shown on a separate tag tied around the neck of the container to prevent opening in transit.
(5) Where available, preprinted central markup labels should be used for forwarding mail to dead mail units as follows:
(a) *Evelope Wrappers.* Affix as an address label.
(b) *Letter Bundles.* Place on the top letter of the bundle adjacent to, but not covering, the original address. Affix a blue Label F in the lower left corner of the top letter.
(c) *Pouches and Sacks.* Affix to a blank label inserted in the label holder, and to the security tag around the neck of the container (see 159.722c(4)).
(6) Where preprinted central markup labels are not available, use Label 22, *Label For Return of Undeliverable Mail,* as a facing slip for letter bundles, or folded for use as a sack or pouch label for mail sent to dead letter or parcel branches.

.723 Listing and Recording

Do not make a list or record of dead mail sent to a dead letter or dead parcel post branch except as follows:

a. *Registered, Certified, and Numbered Insured Mail.* Complete delivery receipt, show disposition, and file with other delivery receipts. Dispatch as registered all dead registered mail.

b. *Minimum Fee Insured Mail.* Complete delivery receipt, show disposition, and file alphabetically under the name of addressee.

c. *COD Mail.* Show disposition by endorsing COD tag, and file with *return to sender* records.

.724 Dead Letter and Dead Parcel Post Branches

a. Send Forms 1510 inquiring for letters valued at more than $1 and for first-class parcels to dead mail branches.

b. *Dead Letter Branches*
(1) Locations

Atlanta, GA 30304
Boston, MA 02109
Chicago, IL 60607
Cincinnati, OH 45234
Dallas, TX 75221
Memphis, TN 38101
Minneapolis, MN 55401
New York, NY 10001
Philadelphia, PA 19104
St. Louis, MO 63155
San Francisco, CA 94101
San Juan, PR 00902
Washington, DC 20013
Wichita, KS 67202

(2) Dead Letter Service Areas

State or Territory	Dead letter branch
Alabama	Memphis, TN 38101
Alaska	San Francisco, CA 94101
Arizona	San Francisco, CA 94101
Arkansas	St. Louis, MO 63155
California	San Francisco, CA 94101
Colorado	San Francisco, CA 94101
Connecticut	Boston, MA 02109
Delaware	Philadelphia, PA 19104
District of Columbia	Washington, DC 20013
Florida	Atlanta, GA 30304
Georgia	Atlanta, GA 30304
Guam	San Francisco, CA 94101
Hawaii	San Francisco, CA 94101
Idaho	San Francisco, CA 94101
Illinois	Chicago, IL 60607
Indiana	Cincinnati, OH 45234
Iowa	St. Louis, MO 63155
Kansas	Wichita, KS 67202
Kentucky	Cincinnati, OH 45234
Louisiana	Dallas, TX 75221
Maine	Boston, MA 02109
Maryland	Washington, DC 20013
Massachusetts	Boston, MA 02109
Michigan (Lower Peninsula)	Chicago, IL 60607
Michigan (Northern Peninsula)	Minneapolis, MN 55401
Minnesota	Minneapolis, MN 55401
Mississippi	Memphis, TN 38101
Missouri	St. Louis, MO 63155
Montana	San Francisco, CA 94101
Nebraska	Wichita, KS 67202
Nevada	San Francisco, CA 94101
New Hampshire	Boston, MA 02109
New Jersey	Philadelphia, PA 19104
New Mexico	San Francisco, CA 94101
New York	New York, NY 10001
North Carolina	Atlanta, GA 30304
North Dakota	Minneapolis, MN 55401
Ohio	Cincinnati, OH 45234
Oklahoma	Wichita, KS 67202
Oregon	San Francisco, CA 94101
Pennsylvania	Philadelphia, PA 19104
Puerto Rico	San Juan, PR 00902
Rhode Island	Boston, MA 02109
Samoa	San Francisco, CA 94101
South Carolina	Atlanta, GA 30304
South Dakota	Minneapolis, MN 55401
Tennessee	Memphis, TN 38101
Texas (except zips 79930-79999)	Dallas, TX 75221
Texas (zips 79930-79999)	San Francisco, CA 94101
Utah	San Francisco, CA 94101
Vermont	Boston, MA 02109
Virginia (except Accomack and Northampton Counties)	Washington, DC 20013
Virginia (Accomack and Northampton Counties)	Washington, DC 20013
Virgin Islands	San Juan, PR 00902
Washington	San Francisco, CA 94101
West Virginia	Washington, DC 20013
Wisconsin	Minneapolis, MN 55401
Wyoming	San Francisco, CA 94101

c. *Dead Parcel Branches*

(1) *Policy*

Dead Parcel Branches are established at selected post offices to serve post offices and bulk mail centers in a designated area. There will normally be one dead parcel branch in each BMC (bulk mail center) service area, but a dead parcel branch may serve more than one BMC service area as warranted by volume. The bulk mail center and all post offices in a BMC service area send dead parcels to their assigned dead parcel branch. If a post office is re-assigned to another bulk mail service area, its dead parcel branch assignment will also be changed.

(2) Dead Parcel Service Areas

Service Areas

Bulk Mail Centers	*Dead Parcel Branch*
Atlanta	Atlanta, GA 30304
Chicago	Chicago, IL 60607
Cincinnati	Cincinnati, OH 45234
Dallas	Fort Worth, TX 76101
Denver	Denver, CO 80202
Des Moines	St. Paul, MN 55101
Detroit	Detroit, MI 48233
Greensboro	Greensboro, NC 27420
Jacksonville	Jacksonville, FL 32201
Kansas City	St. Louis, MO 63155
Los Angeles	Los Angeles, CA 90052
Memphis	Memphis, TN 38101
New York	New York, NY 10001
Philadelphia	Philadelphia, PA 19104
Pittsburgh	Pittsburgh, PA 15219
St. Louis	St. Louis, MO 63155
St. Paul	St. Paul, MN 55101
San Francisco	San Francisco, CA 94101
Seattle	Seattle, WA 98109
Springfield	Boston, MA 02109
Washington	Washington, DC 20013

(3) *Separate Activities*

Each post office with a dead parcel branch must provide a separate activity for processing undeliverable and loose matter found within its own operation. A physical separation must be provided between the work areas devoted to loose and undeliverable processing and to dead mail activities. Mail subject to a retention period may cross the separation into the dead parcel area only after the applicable retention period has expired. Dead matter from other facilities must be taken directly into the dead parcel unit and immediately prepared for auction or other appropriate disposal. Activities for each of these operations must be reported separately. Form 3731, *Quarterly Report of Dead Parcel Post Branch*, must not include any volume or work hour statistics for mail matter which has not been held for the prescribed retention period.

.73 TREATMENT AT DEAD MAIL OFFICE

a. Mail is examined and opened when necessary to find the name and address of the sender or addressee.

b. A fee of 20 cents is charged for delivery to sender or addressee of each letter and first-class parcel opened in the dead mail office.

c. If the sender or addressee cannot be identified, the following retention periods are observed:

(1) Letters of domestic origin with enclosures of value, 1 year.

(2) Other letters, none.

(3) Letters containing merchandise, and third- and fourth-class mail containing valuables (including first-class mail not in the form of a letter, addressed to another country), 60 days: if posted in violation of law or treaty, 6 months.

d. Dead mail that cannot be delivered to addressee or sender is destroyed or sold.

e. Uncanceled postage stamps or stamped paper, which has been used for postage, will not be removed or salvaged in any manner. If mail bearing uncanceled postage is to be forwarded, returned, filed, or sold under the provisions of 159.7 or 159.8, the postage stamps or stamped paper will be canceled in accordance with 332.2. If mail bearing uncanceled postage is to be destroyed under 159.7 or 159.8, the destruction will include the affixed postage.

f. Follow procedure below for delivery of returned dead mail:

(1) *Confidential Treatment.* Treat this mail as if under seal. Maintain the strictest secrecy as to its contents.

(2) *Forwarding.* Forward if necessary to another post office under the same class as received. Appropriately endorse Form 4914, *Transmittal Letter To Deliver Dead Letters*, accompanying the mail and forward it with the mail.

(3) *Disposal If Undeliverable.* If the mail cannot be delivered within a reasonable time after return from the dead mail branch, endorse the reason for non-delivery on the form which accompanies the mail. Return the mail and form to the sending dead letter or dead parcel post branch under the same class by which received.

g. For registered mail:

(1) When received under registered cover, handle in the inquiry section or in some other section by an employee specifically designated by the postmaster. Do not allow the registry section to open and dispose of this mail.

(2) If the address is supplied, reregister to the rightful owner under the local registry number and charge the dead-letter fee (see 159.747) plus the minimum registry fee.

(3) Enter the registry number on the form which accompanies the dead mail. File the form.

(4) Register when forwarding or returning.

.74 TREATMENT OF DEAD MAIL IN DEAD LETTER BRANCHES

.741 *Opening Letters*

The dead letter branches dispose of dead first-class letters. Dead letters are opened at dead letter branches in an attempt to determine the name and address of the sender so that his property may be returned. Only those employees especially designated to open dead letters shall be allowed to treat such matter and then only under proper supervision. Do not ordinarily use substitute employees in dead letter branches.

.742 *Letters Which Can Be Returned to Sender or Forwarded to Addressee*

Return dead letters to the sender or, when the opening of the letter reveals the correct name and address of the addressee and the name and address of the sender is not found, forward the letter to the addressee; except:

a. Destroy any letter which contains advertising or other matter obviously of no value to the sender.

b. Send all domestic letters, registered or ordinary, containing money or valuable enclosures *returnable to a foreign address*, after recording when required, to the Postmaster, Dead Letter Branch, Washington, DC 20013.

(3) Destroy enclosures consisting of food or drugs. Dispose of other perishable enclosures in accordance with instructions in 159.28.
(4) Send handkerchiefs and similar merchandise to the proper dead parcel post branch, without listing or recording in weekly returns.
(5) Treat nonnegotiable or intangible property (excluding commercial securities) not susceptible of being converted into cash as having no value and destroy according to 159.772c(3). *Note:* Nonnegotiable or intangible property not susceptible of being converted into cash would require an endorsement to make it payable to bearer.
(6) Contents of letters containing negotiable or intangible property (excluding commercial securities) susceptible of being converted into cash, that have been returned to the sender and refused and then returned to the dead letter branch for second-time treatment, should be immediately converted into cash and the proceeds sent to the superintendent of main office windows, with Form 4912, for deposit as *Miscellaneous Revenue*, A/C 40990.
(7) All undeliverable commercial securities (stocks, bonds, and interest coupons) which cannot be returned, should be sent by registered mail to the Inspector in Charge, New York, New York 10001, Attention: Securities Coordinator.
(8) Forward unidentified postal money orders to the Money Order Division, St. Louis Postal Data Center, St. Louis, MO 63182, with a memorandum explaining the circumstances.

c. *Letters Not To Be Filed (Estimated Value $1 or less)*
(1) Send Air Force discharges to Director of Administrative Services, Department of the Air Force, Washington, 20330; Army discharges to Army Adjutant General, The Department of the Army, Washington, 20310; Navy and Marine Corps discharges to Department of the Navy, Bureau of Naval Personnel, Washington, 20350; Coast Guard discharges to United States Coast Guard, Washington, 20004; and certificates of naturalization or citizenship papers to Immigration and Naturalization Service, Department of Justice, Washington, 20536. In each case, send an accompanying memorandum explaining that the mail has been removed from dead letter mail.
(2) Place uncanceled United States postage stamps and stamped paper found as enclosures in a slotted and sealed or locked container each day and dispose of them in accordance with instructions for disposing of uncanceled postage stamps and stamped paper found loose in the mail. Record on Form 25, each day, the total amount of stamp stock removed from letters.
(3) Destroy other enclosures.

.78 REPORTS

Letters received at a dead letter branch must be treated promptly. Maintain a record on Form 4911, *Dead Letter Record*. Make the count of dead letters received by the measurement or weight process. For *Total Hours Used*, record the total clerical hours used, the paid absences of the employees, the proportionate hours devoted to this work by supervisory employees, and the proportionate paid absences of such supervisory employees. Complete Form 4913, *Quarterly Report of Dead Letters*, from the information on Forms 4911. Submit at the end of each quarter to the Office of Mail Classification, Rates and Classification Department, Washington, DC 20260.

.79 INQUIRIES

Give inquiries received from customers prompt attention. If search for a dead letter is unsuccessful, notify the customer on Form 4915, *Reply to Inquiry Concerning Dead Letter Mail*.

159.8 TREATMENT IN DEAD PARCEL POST BRANCHES

.81 INITIAL HANDLING

.811 *Opening Parcels*

Dead parcels are opened at dead parcel post branches in an attempt to

determine the name and address of the sender, so that his property may be returned. *Exception:* If the parcels are endorsed to show that they are the property of the United States Postal Service or that the sender has refused to pay postage due on return as undelivered, consider as property of the United States Postal Service. Only those employees especially designated to open dead parcels shall be allowed to treat such matter and then only under proper supervision. Do not ordinarily use substitute employees in dead parcel post branches.

.812 *First-Class Parcels*

Treat as dead letters. See 159.74.

.813 *Other Parcels*

a. Return dead parcels to the sender, or to the addressee when the opening of the parcel reveals the correct name and address of the addressee and the name and address of the sender is not found, except when the parcel has become the property of the United States Postal Service. Rate the parcel for collection of postage due at the zone rate from the dead parcel post branch and additional postage at the zone rate from the office of last address to the dead parcel post branch.
b. Prepare other parcels, including ordinary, insured and COD, for disposal as soon as received if sender or addressee cannot be identified. Do not list contents.
c. Treat mail matter which has been forwarded to a dead parcel post branch because it was found without any postage as follows:
(1) Return to sender.
(2) If the mail does not contain any return address information, forward to addressee.
(3) If the mail has been forwarded to the dead parcel post branch because the return address is the same as the delivery address, open the mail and proceed with either (1) or (2) above.
d. Treat parcels containing money or uncanceled domestic postage stamps in accordance with instructions in 159.75 through 159.76.
e. Report to the Office of Mail Classification, Rates and Classification Department, the receipt of matter from parcels deposited in the mail in violation of law or treaty. Furnish a detailed description of the matter and, if available, the names and addresses of sender and addressee. Hold the matter until disposal instructions are furnished.
f. Destroy any exposed or developed photographic material found in dead mail. Sixteen milimeter commercial or educational motion picture film must be retained for six months before destruction.

.82 USE OF DEAD MATTER BY POSTAL SERVICE

Items intended for official use may be withdrawn from dead parcel branches only by postal inspectors who will give memorandum receipts for the articles withdrawn. Keep these receipts on file in the dead parcel post branch until the goods are returned for disposal as dead parcel post. Return the receipts.

.83 FIREARMS AND AMMUNITION

.831 *Definition*

The term *firearms* means any weapon by whatever name known, which is designed to expel a projectile or projectiles by the action of an explosive, and a firearm muffler or firearm silencer, or any part or parts of such weapon.

.832 *Notification*

The description and serial number of all firearms received at each dead parcel post branch shall be furnished to the local inspector-in-charge on a weekly basis. No firearm shall be committed to a sale until a clearance has been received from the Inspection Service.

Subchapter 160 SPECIAL MAIL SERVICES

Part 161

REGISTERED MAIL

161.1 DESCRIPTION

.11 WHY MAIL IS REGISTERED

Registered mail provides added protection for valuable and important mail plus evidence of mailing and delivery and indemnity in case of loss or damage.

.12 WHAT MAY BE REGISTERED

All mailable matter prepaid with postage at the first-class or priority rates. Stamps or meter stamps must be attached representing all postage and fee charges. Business reply mail may not be registered unless postage and all fees are fully prepaid.

.13 WHERE TO MAIL

Registration may be obtained by presenting mail to:

a. *Post Offices and Their Branches and Stations.* Postmasters will accept mail of unusually high value only at the main office or larger branches and stations.

b. *Rural Carriers.* Mail and cash may be left in a rural box. Any change will be handed to the sender or placed in an envelope and left in the box on the carrier's next trip. Responsibility will not be assumed for articles or money until a receipt is issued. No responsibility will be assumed for any change placed in the box.

c. *Nonpersonnel Rural Stations and Branches.* Customers must meet the rural carrier at the nonpersonnel rural station or branch to have mail registered

.14 REGISTRATION NOT AVAILABLE

Mail will not be registered if:

a. Placed in street letterboxes or in mail drops in post offices.

b. Addressed to post offices to which it cannot be transported with safety.

c. Not properly prepared. See 161.3.

d. Two or more articles are tied or fastened together, unless enclosed in the same envelope or wrapper.

.15 ADDITIONAL SERVICES

.151 *Registered COD*

Combined registry and COD service is available. The regular registered mail fees apply plus the collection charge specified in 161.21. The mail must conform with registered mail and COD service requirements.

.152 *Return Receipts*

The sender may obtain a return receipt, Form 3811, by paying fees, in addition to the registration fee and postage, as outlined in 165.2.

.153 *Restricted Delivery*

Restricted delivery may be obtained as set forth in 165.3 and by the payment of additional fees as provided in 165.32. For circumstances under which restricted delivery may be accomplished by delivery to other than to the addressee, see 165.34.

161.2 FEES AND LIABILITY

.21 FEES

Value	Fees (in addition to postage)	
	For articles not covered by commercial insurance or commercial policies with deductible, excess or other insurance clauses.	For articles covered by commercial insurance or other insurance without deductible, excess or other insurance clauses.
$0.00 to $100	$2.10	$2.10
$100.01 to $200	2.30	2.30
$200.01 to $400	2.60	2.60
$400.01 to $600	2.90	2.90
$600.01 to $800	3.20	3.20
$800.01 to $1,000	3.50	3.50
$1,000.01 to $2,000	3.80	$3.50 plus handling charge of 25 cents per $1,000 or fraction over first $1,000
$2,000.01 to $3,000	4.10	
$3,000.01 to $4,000	4.40	
$4,000.01 to $5,000	4.70	
$5,000.01 to $6,000	5.00	
$6,000.01 to $7,000	5.30	
$7,000.01 to $8,000	5.60	
$8,000.01 to $9,000	5.90	
$9,000.01 to $10,000	6.20	
$10,000.01 to $1,000,000	$6.20 plus handling charge of 25 cents per $1,000 or fraction over first $10,000.	Maximum Postal Service liability is the first $1,000.00 of value.
$1,000,000.01 to $15,000,000	$253.70 plus handling charge of 20 cents per $1,000 or fraction over first $1,000,000.	$253.25 plus handling charge of 20 cents per $1,000 or fraction over first $1,000,000.
Over $15,000,000	Additional charges may be made based on considerations of weight, space, and value.	

Maximum Liability $10,000.00

ADDITIONAL SERVICES

	Extra fee (cents)
COD COLLECTION CHARGE (Maximum amount collectible is $300)	85
RESTRICTED DELIVERY	60
RETURN RECEIPTS:	
Requested at time of mailing:	
Showing to whom and when delivered	25
Showing to whom, when and address where delivered	45
Requested after mailing:	
Showing to whom and when delivered	45

.22 POSTAL INSURANCE LIABILITY

.221 *Without Other Insurance*

Postal insurance covers value up to the maximum of $10,000, except as provided in 161.222 and 161.223.

.222 *With Other Insurance*

Whenever postal insurance and other insurance both apply to the first $1,000 of value or any part thereof, postal liability is assumed on a co-insurance basis and prorated according to a prescribed formula.

.223 *With Commercial Insurance and Deductible, Excess or other Insurance Clauses*

When a commerical policy contains a deductible clause, the deductible is considered to be without commercial insurance. To obtain full postal liability coverage for the amount of the deductible, the full registry fee (161.21, Col. 1) must be paid for the amount of the deductible. When the commercial policy contains an excess or other insurance clause, there is considered to be no commercial insurance. To obtain full postal liability, the full registry fee (161.21, Col. 1) must be paid. In either case, postal liability cannot exceed $10,000.

.224 *Handling Charges*

The handling charge is assessed to offset the cost of handling higher value registered. These charges cannot be added to the registry fee to increase the liability of the Postal Service.

.225 *To Canal Zone*

The maximum liability for registered mail addressed to the Canal Zone is $1,000. For values over $1,000, the handling charges apply.

.23 REFUNDS

Registration fees will not be refunded after the mail is accepted. Return receipt or restricted delivery fees will be refunded only when failure to furnish a return receipt or to give restricted delivery was the fault of the Postal Service. Receipts for fees must be submitted with requests for refunds.

.24 DECLARATION BY SENDER

.241 *Value*

The sender is required to tell the postal clerk, or to enter on the firm mailing bill if a firm mailer, the FULL value of mail matter presented for registration. The fact that private insurance may be carried on registered mail does not modify the requirements for declaring the value as defined below:

Kind of mail matter	*Value to be declared*
Negotiable instruments—Instruments payable to bearer, and MATURED interest coupons.	Market value.
Nonnegotiable instruments—All registered bonds, warehouse receipts, checks, drafts, deeds, wills, abstracts, and similar documents. Certificates of stock are considered nonnegotiable so far as declaration of value is concerned.	No value, or replacement cost if postal insurance coverage is desired. (See *Note* below.)
Money	Full value.
Jewelry, gems, precious metals	Market value or cost.
Merchandise	Market value or cost.
Nonvaluables—matter not having intrinsic value such as letters, files, records, etc.	No value, or replacement cost if postal insurance coverage is desired.

Note: Individuals or firms who cannot obtain replacement without cost are required to declare replacement costs. Replacement costs normally range from 3 percent to 6 percent of the market value of the instrument. Indemnity is limited to replacement cost.

.242 *Official Mail*

Government agencies or officials must declare the value of the matter presented so that it may be given proper care.

.243 *Free Registration*

A declaration of value is not required on mail registered free under the provisions of 161.251c. No indemnity will be paid for any matter registered free.

.25 MAIL REGISTERED WITHOUT PREPAYMENT

.251 *Types*

The following types of official mail, if prepared in accordance with the requirements for transmission of mail without prepayment of postage set forth in Part 137, may be sent by registered mail without payment of a registration fee:

a. Official mail of authorized Government departments and agencies
b. Census mail
c. Naturalization and immigration mail

.252 *Currency For Redemption*

Currency sent to the Treasurer of the United States, Washington, DC 20220, for redemption, contained in letters or parcels with postage prepaid by the sender, and redeemed currency mailed to the Treasurer of the United States may be sent by registered mail without payment of registration fee, under the following conditions:

a. The contents must be exhibited to the postmaster with a list giving a detailed description of the money. For currency, list the serial number, series date, and denomination. For coin, list only number and denomination.
b. After the contents have been verified, the letter or parcel must be sealed in the presence of the postmaster.
c. The list must be left with the postmaster.
d. No liability is assumed by the Postal Service. If coverage is desired, the regular registration fees must be paid for liability.

161.3 PREPARATION FOR MAILING

.31 CONDITIONS

Postal employees are not permitted to assist in the preparation or sealing of mail to be registered. The mail must bear the complete names and addresses of both sender and addressee. Envelopes or packages that appear to have been opened and resealed, or which are otherwise improperly prepared, will not be registered. Padded envelopes are not acceptable in the registered mail service.

.32 SEALING

The sender must securely seal envelopes. Self-sealing envelopes are not acceptable. Do not place paper or cellulose strips or wax or paper seals over the intersections of flaps of letter size envelopes where the postmark impressions are made. Wrap and seal packages with mucilage or glue or with plain paper or cloth tape. Packages containing currency or securities may not be sealed exclusively by use of paper strips, but must first be sealed securely with may be considered packages so far as the sealing requirements are concerned. Tape that will not adhere in such a manner as to damage the envelope or wrapper if removed, or tape which will not absorb a postmark impression, may not be used on registered mail.

.33 FRAGILE ITEMS

The sender is required to tell the postal employee whether or not the item is of a fragile nature and, if so, describe the interior packing. Packages will be refused if not properly packed to withstand normal handling in the mail. Indemnity may be denied if fragile articles are not properly packed.

.34 PACKING

All articles presented for registration must be packed in accordance with Subchapter 120 of this Manual. A package may be refused if it is determined that an article is not packed in a manner that will assure safe transmission in the mails. Indemnity may be denied if articles are not properly packaged.

.35 WINDOW ENVELOPES

Envelopes must have panels covering the opening. If transparent panels are glued to the envelopes, they may contain only matter without intrinsic value. If the panel is part of the envelope, the envelope may be used for all registered mail.

.36 FIRM REGISTRATION BOOKS

If an average of three or more articles is presented for registration at one time, the sender may obtain free firm registration books, Form 3877. These must be used in accordance with instructions that will be given by the postmaster. One copy of the bill will be retained by the post office and the other will be receipted and returned to the sender. All entries made in firm registration books will be made by typewriter, ink, or ball-point pen. All unused portions of the *addressee* column will be obliterated by drawing a diagonal line through the unused portion.

.37 RETURN RECEIPTS AND RESTRICTED DELIVERY

Firm mailers are expected to complete and attach the return receipt card, Form 3811, to the mail and show the required official endorsement on the address side of the mail. See 161.152 and 161.153. If the mail is to be restricted in delivery, it shall be marked *Restricted Delivery* on the address side of the mail.

.38 MAILING RECEIPTS

A receipt will be issued when mail is accepted for registration. If requested to do so by sender, the accepting postal employee will show on the mailing receipt and post office record the time registered article was accepted for mailing. For individual transactions, the receipt is prepared by postal employee. When firm registration forms are used, the receipt will be postmarked, signed and issued after entries have been checked against mail. A temporary receipt showing only the total number of articles may be issued when a large number of articles is mailed. The permanent descriptive receipt will be issued as soon as possible after verification.

.39 WITHDRAWAL OR RECALL

The sender may withdraw or recall registered mail without charge before its delivery, under the following conditions:

a. By writing on the receipt *Withdrawn before dispatch* and signing and surrendering the receipt.
b. By filing a written request for its return after dispatch at the post office where the article was mailed, giving names and addresses of sender and addressee, the registry number, and date of mailing. Costs of telegrams must be paid by the sender.

If remailed, the article must be under new cover, and bear new postage and fee.

161.4 DELIVERY

.41 PROCEDURE

The responsibility of the Postal Service for registered mail ends with its proper delivery. Mail for delivery by carriers is taken on the first trip after

it is received unless the addressee has requested the postmaster to hold his mail at the post office. The addressee or person representing him may obtain the name and address of the sender, and may look at registered mail while it is held by the postal employee, before accepting delivery and signing the delivery receipt. Identification will be required if the applicant for registered mail is unknown. The mail will not be given to the addressee until the delivery receipt is obtained by the postal employee. The name of the addressee must appear on line 1. If the signature on the delivery receipt is not legible, the delivering employee must print the name of the recipient on the receipt in an area which will not interfere with other signatures.

.42 RURAL DELIVERY

For delivery by rural carriers or at personnel and nonpersonnel rural stations and branches, see Part 156.

.43 STAR ROUTE DELIVERY

Star route carriers will deliver registered mail if required by the contract, but delivery will be made only at the customer's box or along the route.

.44 NOTICE OF ARRIVAL

If the carrier is unable to deliver registered mail, he will leave a notice. If the mail is not delivered by carrier, a notice of arrival will be issued through regular mail channels. If the mail is not delivered or called for within 5 days, a second notice will be issued, provided the maximum period for which the mail may be held permits. No second attempt to deliver will be made unless the post office is requested to do so.

.45 RESTRICTED DELIVERY

Restricted delivery may be obtained as set forth in 165.3 and by the payment of additional fees as provided in 165.32. For circumstances under which restricted delivery may be accomplished by delivery other than to the addressee, see 165.34.

.46 BAD CONDITION

If the addressee accepts a registered article that has been repaired with sealing stamps or reenclosed in a new envelope or wrapper, the addressee must open it without disturbing the seal, in the presence of the delivering employee. If anything is missing, the envelope or wrapper must be given to the employee after it has been endorsed to show what was missing. The postal employee will not wait while large sums of money or coin are counted if the damage is so slight as to indicate that nothing is missing.

.47 WHEN NOT DELIVERED

Postmasters may require customers to call for registered mail at the post office if delivery by carrier would not be safe.

161.5 PROCEDURES AT MAILING OFFICE

.51 ACCEPTING

.511 *Endorsing*

Stamp each article on the left portion of the face side with the regulation rubber stamp *Registered No.* ---------- Enter the registration number. Endorse articles too small to accommodate the official endorsement with the letter *R* followed by the registration number.

.512 *Assigning Registration Numbers*

Number the articles and receipts consecutively. Retain mailing office records in numerical order. File records of firm registrations to permit ready identification in case of inquiry or claim. Assign blocks or series of numbers as follows:

a. At all post offices having stations or branches, assign blocks of registration numbers for the main office and each station and branch. The number blocks should approximate the annual number of window registrations at the points involved. Repeat the series of numbers when the last number is used.
b. All other post offices use a series of numbers approximating the annual volume of window registrations. Repeat the series when the last number is used. Keep the number of digits in the number series to a minimum.
c. Assign blocks of registration numbers to firm mailers, keeping the number of digits to a minimum. Use Form 3857, *Assignment of Number Blocks for Registered, Insured, Certified, and COD Mail.* If prefixes have been used or assigned to firms, take action, on a gradual basis if considered necessary, to reassign blocks of numbers without prefixes. This instruction regarding prefixes does not apply to a few of the larger post offices to which special authority has been granted for the limited use of prefixes
d. In areas where carriers are required to accept mail for registration, assign 100 numbers to each carrier. For rural carriers, use the route number as the first number of the series.

.513 *Issuing Receipts*

Issue receipts on the following forms:

a. Form 3806. Prepare duplicate for your record. After the four receipts on the sheet are issued, detach entire sheet of carbon entries and file.
b. Form 3877 (firm mailing bill) when senders use this form. See 161.35. Check articles against entries on the form. If sender does not want to wait for descriptive receipt, issue bulk receipt on Form 3824, check mailing, and issue regular receipt later. Use Form 3876, *Notice of Firm Mailer—Incorrect Fees,* to notify firm mailers of payment of incorrect fees or surcharges.
c. Special firm mailing bills or recapitulation sheets, which have been approved by the Office of Mail Classification, Rates & Classification Department, Washington, DC 20260.
d. Form 3896, *Carrier Registration Book,* issued by carriers to senders of registered mail. Carrier must not assist in preparation and sealing of such letters. Carriers must deliver the registered mail to the postmaster or his representative. When a rural carrier accepts mail for registration and it is addressed for delivery on his route, he may deliver it before returning to the post office. The carrier must cancel postage stamps at time of delivery. He must enter the disposition of the mail on the receipt (Form 3896) and also obtain the signature of the postmaster or station superintendent on it.
e. If the carrier loses his registration books or is unable to account satisfactorily for missing receipt, report facts immediately to the postal inspector in charge.
f. If requested to do so by the sender, show on the mailing receipt and post office record the time the article was accepted for mailing. Write the time in ink above the postmark block on individual receipts or next to the space for the name of the accepting employee on firm mailing bills.

.514 *Postmarking.*

Postmark letters twice on the back on the crossing of the upper and lower flaps or, if paste-on return receipts are used, postmark partially on the receipt

and partially on the flaps of the letter. Postmark packages sealed with paper strips across opposite edges of the strips. Use additional postmarks if this would make rifling more difficult. Postmark on the address side registered mail sealed on the address side. When large mailings consist of letters, containing written or printed matter of little value, the envelopes may be postmarked once on the back by running them through a canceling machine. Postmark once on the back of the tag of sack jackets.

.515 *Canceling Stamps.*

Cancel the postage stamps, using rubber or hardwood canceler.

.516 *Free Return Receipts*

Do not charge for return receipts for free registered mail of the Postal Service. Use such receipts only when it is essential that a signed receipt be on file at the mailing post office. Do not request return receipts for official post office remittances or postal supplies.

.52 PREPARING FOR DISPATCH

.521 *Rotary Lock Pouches.*

Process registered mail for dispatch in rotary-lock pouches as follows:

a. Use rotary-lock pouches when quantity or bulk of mail justifies, except when dispatch is to be made by air. (See 161.8.)
b. Bill rotary-lock pouches to offices having rotary lock keys. Enter the following information on bill Form 3852, 3853, or 3854, with ball point pen:
   (1) Lock and rotary number.
   (2) Bill and page number, if necessary.
   (3) Destination of dispatch.
   (4) Time and means of dispatch, if considered necessary.
   (5) Postmark on bill and coupon. Mobile unit clerks may use their stamps as a postmark.
   (6) Registration numbers and post offices of origin of individual articles. ZIP Code or an abbreviation of the office of origin may be used.
   (7) APO or FPO numbers will be used as the office of origin on military mail originating from overseas military post offices.
   (8) Numbers and offices of origin of jacket envelopes, and fixed and rotary-lock numbers and offices of origin of rotary-lock pouches.
   (9) If the Form 3830–A covering a rotary lock pouch is completed by the person who made up the inner bill of the pouch, the control number from Form 3830–A may be entered on the office copy of the

pouch if there are no other registered articles to be dispatched. When only a rotary lock pouch or sack jacket is to be dispatched in an iron-lock pouch, enclose the dispatch card in registry bill envelope P–9 and attach the envelope to the staple of the rotary lock pouch or sack jacket.

(2) Enter the control number from Form 3830, 3830–A, or the dispatch bill on Label 89 or the orange pouch label. Seal the envelope container with gummed Label 89. Postmark the label. The destination shown on Label 89 must be the same as that shown on the slide label of the iron lock pouch in which dispatched. Enter dispatch information to assure proper dispatch on the orange pouch label when necessary. This information must be the same as that shown on the slide label of the iron lock pouch in which dispatched.

(3) If the registry container envelope or orange labeled container pouch contains special delivery or transit mail and is to be enclosed in a city iron lock pouch, check the appropriate block on Label 89 or endorse the orange pouch label to indicate that special delivery or transit mail is enclosed. Place the letters *SD* for special delivery or *T* for transit on the right end of the orange pouch label, or check the appropriate block on Label 89.

d. Pouch as follows:

(1) Do not place registered mail in an iron lock pouch until it is ready to be closed.

(2) Registry section employees may act as dispatchers when physical conditions indicate this would be preferable and less expensive.

(3) When the procedure in (2) is not followed, list registered mail on a dispatch bill in duplicate by envelope container number preceded by the letter *C*, by orange labeled pouch container number preceded by the letter *P*, by rotary-lock number and by the registry number of any outside pieces preceded by the letter *O*. Obtain receipt from the dispatch unit in duplicate, deliver one copy of the bill with the articles and retain the other in the registry section. Dispatch units should retain copies of transfer bills on file. Designate an employee of the outgoing mail section to pouch registered mail and make dispatches. The employee who actually pouches mail should initial the entries on the mailing section copy.

.525 *Way Pouches*

Each post office opening a way pouch shall open the registry container envelope or registry container pouch, receipt for the registered articles, and bill and dispatch in a registry container envelope or registry container pouch all registered articles for onward dispatch in the way pouch, including registered articles of local origin.

.526 *Numbered Seal Pouches*

Used in the air service. See 161.84.

.527 *Outside Registered Articles*

Prepare dispatches in the same manner as provided in 161.83 for outside registered articles sent by air. Such dispatches must be billed to the next postal installation that will handle the mail.

.528 *Special Containers*

When use of a special container has been authorized by the Postal Service between designated post offices or AMF's, dispatch rotary locked or numbered seal pouches within this container without reenclosing in another pouch. Dispatch *Outside* registered mail within this special container where practicable. List descriptively the rotary locked and numbered seal pouches, and

outside registered articles, enclosed in the container, on the proper manifold dispatch bills and enclose the bill with the registered mail. Close the container with a rotary lock or numbered seal, as directed, and bill by the rotary lock or seal number.

.53 DISPATCHING

.531 *To and From Stations and Branches*

Treat registered mail transmitted between main offices and stations or branches and between stations and branches in the same manner as between post offices, except that main offices must handle jackets and rotary-lock pouches addressed to an independent branch or station as transit matter.

.532 *To and From Military Installations*

Dispatch registered mail to or from postal facilities serving military installations within the United States in the same manner as other post offices, except as follows:

a. Make up and label jackets or rotary-lock pouches direct to postal facilities serving military installations when quantity justifies.

b. Postal facilities serving military installations may make up dispatches of outgoing registered mail in direct jackets or rotary-lock pouches when quantity justifies. The main office must not open these pouches or jackets being dispatched through the main office.

.533 *To Naval Vessels*

Dispatch registered mail as follows:

a. Make up and dispatch registered mail for United States naval vessels in the same manner as for domestic destinations.

b. Send to post office through which addressed.

c. Address registered jackets for United States naval vessels to the *Navy Postal Clerk, U. S. S. (Name of ship)* and endorse them *Navy mail.*

d. In making up closed registered mail for naval vessels, enter mail on a dispatch bill and enclose bill with the registered mail.

.534 *Official Registered Mail to or From Government Agencies Located in Areas Where the Domestic Service Operates*

Dispatch official registered mail of Government agencies and their field activities requiring overseas dispatch BETWEEN points where the domestic service operates (see part 112 for list of areas) only on carriers (air or surface vessels) of U.S. registry, as follows:

a. Interior offices making up direct jackets or pouches containing this official registered mail requiring overseas dispatch between destinations indicated should mark them *Official Mail.*

b. Offices billing and turning over official registered shipments direct to overseas carriers serving the areas indicated should select only U.S. air or surface vessels for these shipments.

.535 *Hand-to-Hand Receipts*

Exchange these receipts under the following conditions:

a. For dispatches when:

(1) A large volume of registered mail is exchanged directly by postal employees between postal units.

(2) The declared value of an individual shipment meets the coded value requirement set forth in special instructions issued by Headquarters to Regional Postmasters General.

(3) The aggregate value of a particular dispatch warrants such handling, as determined by the director, logistics division, from the dispatching point to the first transfer point.

b. Where hand-to-hand receipts are used as outlined in a(3), endorse these receipts to show only those points between which the hand-to-hand receipts are used for the particular dispatch involved. Specific instructions covering this type of dispatch will be issued by the director, logistics division.

.77 OVERNIGHT RETENTION

.771 *Valuable Articles*

Place valuable articles in vault or safe, and bill each article by registration number and office of origin. See 161.932 for definition of *valuable* for internal handling.

.772 *Ordinary Value Articles*

Place articles in vault, safe, or locked compartment. Bill by number and office of origin of the articles. If vault, safe, or locked compartment is not available, use a rotary lock pouch, and make an appropriate record. Keep record in safe place other than with the rotary lock pouch. If a loss is indicated, report shall be made to the Inspection Service.

.773 *Removing Articles*

Check all articles removed from vault, safe, or rotary lock pouch against bill enclosed with them. Report immediately any discrepancies to supervisor.

.774 *Protective Equipment Available*

See section 641.451 for details on protective equipment available and, criteria for requisitioning proper item.

161.8 AIR TRANSPORTATION

.81 BULKY SHIPMENTS

The following items classed as bulky should be given surface dispatch unless specific contrary instructions are issued by the director, logistics division:

a. Cartons of postage, and other stamp stock, and food.
b. Money order forms.
c. Savings bond stock.
d. Sack jackets. (International mail).
e. Other bulky shipments to and from foreign countries containing books or other merchandise items.

.82 BILLING

Except as stated in .83 and .84, bill registered mail receiving air service, as follows:

a. Bill in the same manner as required for other registered mail. Do not use orange labeled pouches as containers in the air service. See 161.521 through 161.524.
b. Show route and flight number.
c. Endorse sealed registry jackets and pouch labels *Air*.
d. Airport and air stop offices may use official airline code designations on registry bills covering dispatches of registers to other airport mail facilities or air stop offices.
e. When numbered sealed pouches for the same dispatch are reenclosed in two or more snap seal pouches, the registered mail contents of each individual snap seal pouch shall be billed separately on a dispatch card enclosed in a P–9 envelope.
f. When mail is due to be interline transferred between air carriers during night hours, bill the registered mail to the AMF or SCF at the en route transfer point for rehandling.

.83 OUTSIDE REGISTERED ARTICLES

.831 The first air stop point must bill each outside registered article on a separate dispatch card, Form 3830 or Form 3830–A, to the final air stop point or massing point. Show on the dispatch card (1) the registration number of the article preceded by the capital letter *O*, (2) the office of origin and destination, the latter preceded by the word *TO*, (3) the route and trip number.

.832 Place the dispatch card in a P–11, *Registry Bill Container Envelope;* tuck the flap of the envelope inside, making sure the flap is placed under the card to prevent the card from slipping out of the envelope.

.833 Attach the P–11 envelope to the address side of the article, in a manner which will not interfere with the address or endorsement. Do not use Label 87.

.834 Show routing on the P–11 envelope.

.835 If there are more than three outside registered articles for the same destination, list all of the articles on one bill or card. Enclose the bill or card in a P–11 envelope attached to one of the outside registered articles. Attach Label 87 to each of the remaining articles, show the routing, and number the labels appropriately as follows: 1 of 4, 2 of 4, 3 of 4. The article bearing the P–11 envelope would show 4 of 4.

.84 NUMBERED SEAL POUCHES

.841 *Billing*

Bill outgoing dispatches as follows:

Enter the number of the seal in the space on the inside dispatch bill identified for the seal number. Use the letter S before the seal number on the bill. Bill the registered article as previously described. Bill the sealed pouch by the seal number preceded by the letter S on Form 3830 or 3830–A. Place the dispatch card in the P–9 envelope.

.842 *Placing Seal and P–9 Envelope on Pouch*

Place the numbered seal, item 0–817, and P–9 envelope on the pouch in the following manner:

a. Close hasp over the staple and place the P–9 envelope, flap end down and wording up, on the staple.
b. Thread the small plain end of the seal, with the number down, through the bottom of the staple toward and through a grommet of the pouch.
c. Bend the seal back and thread the plain end through the red head of the seal.
d. The number on the seal should appear on the outside of the seal.

.843 *Enclosing Sealed Pouch*

Enclose the numbered seal pouch or pouches in another pouch and close with a snap seal. If more than one numbered seal pouch is enclosed in a single snap seal pouch, bill all the numbered seal pouches on one dispatch card to be enclosed in a P–9 envelope attached to one of the enclosed pouches, except as provided for in CON–CON instructions.

.844 *Transit Pouches*

Handle transit pouches as follows:

a. *Billing.* When receipts must be exchanged between employees in the registry unit and those on the workroom floor (see 161.732), show the letter S before the seal number on the transfer bills.
b. *Checking and Rebilling.* In the registry unit remove the dispatch card or bill from the P–9 envelope. Check the seal number or numbers against the entries on the bill. Complete the receipt and return it promptly to the dispatching unit. Prepare another card Form 3830 or 3830–A and insert it in the P–9 envelope for onward dispatch. If the seal is in bad order, proceed in accordance with 161.845c.
c. *Enclosing Sealed Pouch.* Enclose the numbered seal pouch or pouches in another pouch and close it with a snap seal.

.845 *Incoming Dispatches*

Handle incoming dispatches as follows:

a. *Condition of Seal.* Examine and test the seal to determine if it is intact.

b. *If Seal Is Intact.* Take the following action:

(1) Check the seal number against the number shown on the dispatch card in the P-9 envelope. If they agree, cut the numbered tin-band seal (Item 0-817-A) at the end away from the ball (1 thickness of metal) with the shears (FSN-5110-221-1035) and remove the seal. Do not discard it until checking is completed.

(2) Check the number of the seal and the contents of the pouch against the enclosed dispatch bill. Do not return the registry dispatch coupons of the inside bills of numbered seal pouches unless discrepancies or irregularities are noted.

(3) Complete the dispatch receipt portion of Form 3830 or 3830-A. Return it promptly to the dispatching unit.

c. *If Seal Is Not Intact.* Take the following action:

(1) If the seal is not properly closed, or if there appears to be evidence of tampering, immediately call a supervisor to witness further checking of the dispatch.

(2) If the seal number shown on the dispatch card Form 3830 agrees with the number on the seal, complete the dispatch receipt to show the exact nature of the irregularity, such as *seal not closed*. If the numbers on the seal and dispatch card do not agree, show the discrepancies on the receipt portion of the card. Record the exact nature of any irregularity on the bill portion of Form 3830 or 3830-A. Send the the receipt portion to the dispatching unit promptly.

(3) Cut the seal and check the contents in the presence of the supervisor. If there are any irregularities or discrepancies in the contents as billed, report them on the bill coupon to the dispatching office. Both the opening employee and the supervisor shall sign the pouch bill and coupon. *If there is evidence of tampering or loss of contents, hold out the seal, pouch, outer bill and pouch contents bill and notify the Inspection Service immediately.*

.846 *Protection of Numbered Seals*

Numbered seals will be issued to registry clerks by the seal control officer. Unlocked seals may not be removed from the registry section except by the seal control officer. Seals must not be placed near doors or service windows that are accessible to unauthorized persons.

.85 OPENING ENVELOPE AND POUCH CONTAINERS AND JACKETS

Follow the procedures in 161.74.

.86 DISPATCHING

.861 Post offices in the area of an airport mail facility, and AMF's use selected dispatches for registered mail rather than dispatching on all authorized flights.

.862 When estimated time of delivery to addressees will not be affected, accumulate registered mail to permit make up of warranted city or SCF pouches, in order to minimize billing operations. Avoid multiple dispatches of small volume to destination AMF's or SCF's unless it is known that delivery to addressees will be expedited.

.863 Do not include registers in snap seal pouches addressed to cities where an AMF is located unless the director, logistics division, of the destination city has authorized this procedure.

.864 In exceptional cases where there is more than one large post office served by an AMF, the director, logistics division of the destination region, may authorize registered mail to be included in incoming snap seal pouches labeled direct to those cities which are not SCF's, if such action is justified by the quantity of mail or local conditions.

.865 Dispatch registered mail receiving air service, between the local post office and AMF by either mail messengers or motor vehicle employees. These employees must give and take receipts on Forms 3852, 3853, or 3854, for rotary lock and numbered seal pouches. See 161.535. If the pouches are reenclosed in snap seal pouches, label the snap seal pouches to the local AMF, or post office.

.866 Registered mail dispatched to other AMF's shall be dispatched according to CON-CON instructions.

.87 MISSED CONNECTIONS

.871 *Interrupted Service*

Process transit registered mail which is stopped enroute because of missed connections or cancellation of planes as follows:

a. Open and work numbered seal pouches, if circumstances permit, and—

(1) Endorse, postmark, and send labels to office of address under separate cover.

(2) Keep a record of the receipt of pouches handled in the unit.

(3) Complete coupons of inside dispatch bills, endorse *Distributed at* _____ and return copy to offices which made up the original pouches.

b. Remove registered mail from container pouches and envelopes. Complete and return coupon of bill and rework registered mail.

c. If time does not permit, dispatch mail intact to destination.

.872 *Opened in Transit*

If a snap-seal pouch containing registered mail is opened at any point in transit and the contents are dispatched intact, sign a statement to that effect on bill and its coupon. Keep a record of transaction at the point where pouch is opened.

.88 RECEIPTS FOR DISPATCHES

.881 *Numbered Seal Pouches and Outside Articles*

a. Complete and return the receipt portions of cards covering these dispatches. See 161.72.

b. At the dispatching unit, follow the procedure specified in 161.54.

.882 *Dispatch Discrepancies*

a. Return the coupon of the inside numbered seal pouch or jacket bill only when discrepancies or irregularities are noted.

b. When there is a discrepancy between the number of articles entered on the bill and the number received, take the following action:

(1) If apparent that the discrepancy is due to a clerical error, make appropriate notation on the bill and coupon. Return the coupon postmarked, signed, and endorsed to the post office or other dispatching point. Hold the pouch, seal or jacket until the discrepancy has been cleared.

(2) When it appears from the condition of the jacket or pouch that the discrepancy is the result of depredation, or probable loss is indicated, make appropriate notation on the bill and coupon. Return the postmarked and signed coupon to the dispatching office. Hold out of service the pouch or jacket, pouch label, and the lock or seal until the discrepancy is explained or instructions are received from a postal inspector.

.12 CLASSES OF MAIL TO WHICH APPLICABLE

.121 Third- and fourth-class mail.

.122 Priority mail, or mail mailed at the first-class rate, which contains third- or fourth-class matter (may contain incidental first-class enclosures.) Sealed envelopes should be endorsed "Third-Class Mail Enclosed" or "Fourth-Class Mail Enclosed", in addition to the first-class or priority mail endorsement.

.123 Official Government mail bearing *Postage and Fees Paid* endorsement.

.124 The mail must bear the complete names and addresses of sender and addressee.

.13 NOT ACCEPTABLE FOR INSURANCE

.131 Parcels containing matter offered for sale, addressed to prospective purchasers who have not ordered or authorized their sending. If such matter is received in the mail, payment will not be made for loss, rifling, or damage.

.132 Nonmailable matter.

.133 Articles that are so fragile as to prevent their safe carriage in the mail regardless of packaging.

.134 Articles not adequately prepared to withstand normal handling in the mail, see part 121. As a general rule, any package that is mailable should be insurable.

162.2 FEES AND LIABILITY

.21 FEES (IN ADDITION TO POSTAGE)

Liability	*Fee*
$0.01 to $15	$0.40
15.01 to 50	.60
50.01 to 100	.80
100.01 to 150	1.00
150.01 to 200	1.20

Liability for insured mail is limited to $200

.22 PAYMENT OF FEES AND POSTAGE

Insurance fees must be prepaid in addition to the postage except on official mail sent under the provisions of part 137. The mailer guarantees to pay return and forwarding postage unless he writes instructions on the wrapper or envelope not to forward or return the mail.

162.3 ADDITIONAL SERVICES

.31 RESTRICTED DELIVERY

Restricted delivery may be obtained as set forth in 165.3 and by the payment of additional fees as provided in 165.32. For circumstances under which restricted delivery may be accomplished by delivery other than to the addressee, see 165.34.

.32 RETURN RECEIPT

The sender may obtain a return receipt, Form 3811, by paying the required additional fee as provided in 165.2.

162.4 MAILING

.41 WHERE TO MAIL

Mailers must mail parcels that they insure at a post office, branch, or station, or give them to a rural carrier. They must not be deposited in mail drops at post offices, nor in or on street mail boxes. They must not be left on, but may be placed in, rural mail boxes.

.42 INQUIRY AS TO CONTENTS AND PREPARATION

The postal employee at the window is required to ask whether the package presented for insurance contains fragile, perishable, or flammable matter. If the package does not contain such matter and to all outward appearances is adequately prepared, no further inquiry as to contents will be made. If the package contains such matter, detailed inquiry will be made to determine whether contents are admissible in the mail and are adequately packed.

.43 INDIVIDUAL RECEIPTS FOR MAILING

Mailers are issued a receipt for each insured parcel mailed on one of the following forms:

a. Form 3813, *Receipt For Domestic Insured Parcel*, when the package is insured for $15 or less.
b. Form 3813–P, *Receipt For Insured Mail, Domestic-International*, when the package is insured for more than $15.

The post office keeps no record of the mailing of insured packages. Mailers must enter the name and address of the addressee on the receipt and retain it. Mailers must exhibit the receipt if claim for loss is made. The receipt should be shown if an inquiry is filed. A telephone request for inquiry is acceptable if the mailer can furnish particulars of mailing from his receipt. A temporary receipt showing only the total number of parcels accepted may be issued when a large number of articles are mailed. The permanent receipt will be issued as soon as possible.

.44 FIRM MAILINGS

.441 *Firm Mailing Books*

Mailing books, Form 3877, are furnished without charge to customers who mail an average of three or more parcels at one time. Spaces are provided for entering the description of parcels to be insured. Any alterations must be initialed by the mailer and accepting employee. The sheets of these books become the senders' receipts. The books must be presented with the parcels to be mailed. Following are instructions for their use:

a. Parcels to be insured for $15 or less are not to be numbered and should be listed on separate sheets or grouped together. Prepare one copy only.
b. For parcels to be insured for more than $15, the postmaster will assign a series of numbers. The mailer must number the articles and the items in the book to correspond.
c. The parcels must be conspicuously endorsed with the stamped or printed official insurance endorsement.
d. All entries made in firm mailing books will be made by typewriter, ink, or ball-point pen. All unused portions of the *addressee* column will be obliterated by drawing a diagonal line through the unused portion.

.325 While all of the following parts are not required on each COD tag, the tags should be arranged in order of usage from right to left (top to bottom in multi-layer versions) as follows: Mailer's receipt, mailing office's file copy, delivery employee's coupon, remittance coupon, delivery office coupon.

.326 Tags should be on card stock. Multi-layer forms may be on paper stock if the bottom copy is an extra copy (in addition to those listed in .321) which is firmly glued to the article. This is necessary to reduce the chance of loss resulting from a lightweight tag being torn off.

.327 The COD tag may incorporate an extra part to serve as an address label. This may be the bottom layer of a multi-layer form or the extreme left section of a card-stock form. The address label shall be firmly attached to the parcel by glue or other means.

.328 To facilitate processing, mailers, if volume warrants, may be authorized by the postmaster to type or computer print *mailed at* with the date and place of mailing in the areas of the COD tag calling for a postmark of the mailing office.

.33 NURSERY STOCK SHIPMENTS

Firms mailing nursery stock may print special COD tags bearing instructions as to disposition of shipments that are not immediately delivered. These tags must contain a remittance coupon that will be returned with the money order. The following rules apply:

a. If the sender does not desire to have the undeliverable parcel disposed of to the highest bidder, the sender's instructions on the back of the delivery-office portion of the COD tag (1), and on the remittance coupon (2), should read:
   (1) If addressee refuses to pay charges for any reason, deliver at once without collecting the charges. Notify sender at once if parcel is not delivered, and if no reply is received in 30 days, destroy parcel. See remittance coupon for further instructions.
   (2) Return this coupon with money order. If parcel is delivered without collection of charges, or is destroyed after 30 days, check disposition and send coupon to sender in penalty envelope.
      ☐ Delivered to addressee without collecting charges.
      ☐ Destroyed after 30 days.

b. If sender desires to have the undeliverable parcel disposed of to the highest bidder, the sender's instructions on the back of the delivery office portion of the COD tag (1), and on the remittance coupon (2), should read:
   (1) If addressee refuses to pay charges for any reason, deliver at once without collecting the charges. Notify sender at once if parcel is not delivered, and if no reply is received in 30 days, sell to highest bidder and remit proceeds less commission. If sale cannot be made, destroy parcel. See remittance coupon for further instructions.
   (2) Return this coupon with money order. If parcel is delivered without collection of charges, is destroyed after 30 days, or is sold, check disposition and send coupon to sender in penalty envelope.
      ☐ Delivered to addressee without collecting charges.
      ☐ Destroyed after 30 days.
      ☐ Sold for $_____. Remittance, less commission, herewith.

163.4 MAILING

.41 PREPARATION FOR MAILING

.411 COD articles will be identified by a number which the mailer will put on each section of the COD tag. The postmaster will assign a series of numbers using Form 3857, *Assignment of Number Blocks for Registered, Insured, Certified, and COD Mail*. The postmaster may authorize the mailer to use customer order numbers or computer generated numbers when such numbers will not hinder the accepting office's procedures. The use of prefixes is discouraged, but not prohibited. The number shall not exceed six digits plus a prefix, if a prefix is used. The use of suffixes is not permitted.

.412 A COD tag must be securely affixed by the sender to each COD article. The tag must show article number, names and addresses of sender and addressee, amount due sender, and amount of money order fee necessary to make remittance. Stock tags are furnished by the post office without charge. There are two types of tags eyeletted for tying to parcels and one uneyeletted type for attaching by gummed tape. Specially printed COD tags approved by the Postal Service may also be used (see 163.32). The eyeletted tag, Form 3816, *COD Article Tag—Delivery Employee and Mailing Office Coupon—Mailer's Receipt*, composed of delivery office coupon, delivering employee's coupon, mailing office record and the mailer's receipt, is intended for use by customers mailing fewer than three articles at one time.

.413 The particulars required on the tag must be filled in by the sender with ink, ball-point pen, typewriter or computer printer. The Postal Service is not responsible for errors by senders in stating charges to be collected.

.414 When the COD remittance is to be sent to someone other than the actual mailer, the name and address of the person to whom the remittance is to be sent must appear in the proper spaces on the address side of the delivery office coupon. The name and address of the person to whom the remittance is to be paid must also be shown as sender on the COD parcel itself, together with directions for return if undeliverable.

.415 Mailers of three or more parcels per mailing will present a listing (in duplicate) of parcels to be mailed at the time of mailing. The mailer may use Form 3877-A, *Firm Mailing Book for Use in Acceptance of Insured, COD, and Certified Mail*, which is provided to customers without charge or, when authorized by the postmaster, he may prepare typewritten or computer prepared listings which provide the equivalent data as the Form 3877-A. All entries made in firm mailing books will be made by typewriter, ink, or ball-point pen. All unused portions of the *addressee* column will be obliterated by drawing a diagonal line through the unused portion.

.416 Mailers of fewer than three parcels per mailing may obtain receipts on the sender's receipt portion of the COD tag. The post office will acknowledge receipt by postmarking the sender's receipt.

.417 In addition to the COD tag, COD parcels will bear an address label complete with the names and addresses of the sender and the addressee. Where the COD endorsement has not been made part of the address label, the endorsement showing the amount due the payee and the money order fee necessary to make the remittance should be boldly indicated by rubber stamp or other means on the front surface of the parcel near the address label. (COD endorsements must also appear on the COD tag.) The address label may be printed as an additional part of the COD label in accordance with 163.327. The address label should identify the parcel as a COD parcel and should be firmly attached by glue or other means.

.42 WHERE TO MAIL

COD parcels must be mailed at a post office, branch, or station, through a rural carrier, or at a personnel or nonpersonnel rural station or branch. They may not be placed in mail drops at post offices, nor in or on street mail boxes. They may not be left on, but may be placed in, rural mail boxes.

Part 164

INDEMNITY CLAIMS

164.1 GENERAL INSTRUCTIONS ON FILING AN INSURED (INCLUDING COD) MAIL CLAIM

.11 WHO MAY FILE

.111 A claim for complete loss (including COD) may be filed only by the mailer.

.112 A claim for partial loss (including COD) may be filed by the mailer or addressee.

.113 A claim for damage (including COD) may be filed either by the mailer or addressee.

.12 HOW TO FILE

.121 *Domestic Claims*

A customer may file a claim at any post office, classified branch, or station. Form 3812, *Request for Payment of Domestic Postal Insurance*, dated Nov. 1971 or later, is used to request payment for the loss or damage of insured mail. The form is a four-part snap-out set which includes two copies of Form 1510-A. *Inquiry for the Loss or Rifling of Mail Matter*, and one copy of Form 3841, *Post Office Record of Claim*. DO NOT COMPLETE A SEPARATE FORM 1510 or FORM 3841 FOR INSURED OR COD CLAIMS.

.122 *International Claims*

Claims for international insured mail are to be handled in accordance with Chapter 9, Publication 42—*International Mail*.

.13 WHEN TO FILE

.131 *Loss Claims*

The mailer may not file a claim until 15 days after the date of mailing for insured and registered articles and 45 days after the date of mailing for COD articles. *EXCEPTION:* Claims for loss shall not be submitted until 75 days after the date of mailing for parcels sent by surface ocean transportation between:

a. The contiguous 48 states and any state, territory or possession of the United States located outside the contiguous 48 states (including any location or unit having an APO or FPO designation as part of the address).
b. Any state, territory or possession of the United States located outside the continguous 48 states and any other state, territory or possession of the United States located outside the contiguous 48 states (including any location or unit having an APO or FPO designation as part of the address).

.132 *Damage Claims*

Customers should file damage or partial loss claims immediately.

.133 *Insurance (including COD) Claims*

Indemnity claims must be filed within one year from the date the article was mailed.

.14 INFORMATION REQUIRED

.141 *Evidence of Insurance*

The customer must submit evidence that the package was insured. Acceptable evidence includes either:

a. The original insurance receipt issued at time of mailing. Post offices may annotate the appropriate line(s) in firm mailing books *Claim filed on (date)*, and submit a photocopy with the claim form.
b. The wrapper, if it has the name and address of both the mailer and the addressee and the appropriate insurance endorsement.

.142 *Evidence of Value*

The customer (including Government agencies which have insured official mail) must submit evidence of value. The Postal Service will not undertake to obtain estimates of value. Acceptable evidence may include any one of the following:

a. Sales receipt.
b. Invoice.
c. Statement of value from a reputable dealer.
d. Catalog value of a similar article.
e. Statement describing the articles lost or damaged, including where purchased, date, amount, and whether the articles were new or used. If handmade, price of material used and labor. Describe the items in sufficient detail for the postal data center to determine that the value claimed is not excessive.
f. Paid repair bills, estimate of repair cost, or appraisals may be used in lieu of estimate of value in the case of claims for partial damage. When a question exists whether cost of repair exceeds actual value, other evidence of value may be required.

.143 *Replacement Shipments*

If a replacement shipment has been sent to a customer to replace original article(s) lost, indicate *Replacement Shipment* on claim (Form 3812) and obtain a copy of the invoice evidencing the replacement and attach to claim form.

.15 ASSIGNMENT OF RESPONSIBILITIES

.151 Post offices, classified stations and branches will:

a. Accept claims when evidence of insurance, statement of value (including proper documentation), and required signatures are furnished.
b. Assist customers in preparation of Form 3812.
c. Complete post office portion of Forms 3812.
d. Route completed Forms 3812 in accordance with section 164.4.

.152 The St. Louis Postal Data Center will adjudicate and pay or disallow all domestic insured and COD mail claims.

.16 PAYABLE AND NONPAYABLE CLAIMS

.161 Subject to 164.162, insurance for loss or damage to registered, insured or c.o.d. mail within the amount covered by the fee paid is payable for:

a. Actual value of lost articles, less depreciation for used items.
b. Cost of repairing a damaged article or replacing a totally damaged article, not exceeding actual value of the article.
c. A c.o.d parcel for which no remittance has been received by the mailer.
d. Death of baby poultry due to physical damage to the package or delay for which the Postal Service is responsible. In the absence of definite evidence showing responsibility for death of baby poultry, the Postal Service will be presumed to be at fault if 10 percent or more are dead on delivery, and indemnity will be paid for all dead poultry; otherwise the Postal Service will not be presumed to be at fault (see section 164.162e and 124.33).
e. Costs incurred in duplicating or obtaining documents, or their original cost if they cannot be duplicated. The fee paid to an attorney to obtain duplication of valuable papers and other actual, direct and necessary expenses may be included.
f. The extra cost of gift wrapping if the gift wrapped article was enclosed in another container for handling in the mail.
g. Cost of outer container if specially designed and constructed for goods sent as registered, insured, or c.o.d mail.
h. The established market value, as determined by a recognized dealer selected by the claimant, of numismatic coins or stamps having philatelic value.
i. Federal, State or city sales tax paid on articles which are lost or totally damaged.
j. Postage (not fee) paid for sending damaged articles for repair. The Postal Service must be used for this purpose. Other reasonable transportation charges may be included if postal service is not available.

.162 Nonpayable Claims. Payment will not be made in excess of the actual value of the article or in excess of the maximum amount covered by the fee paid. Further examples where indemnity may not be paid are as follows:

a. The article was not rightfully in the mail. This includes c.o.d. articles sent to addressees without their consent for purposes of sale or on approval.
b. Claim is filed more than one year from the date the article was mailed.
c. Evidence of insurance coverage has not been presented.
d. The mailer failed to state at time of mailing the full value of a registered article (see section 161.24).
e. Loss, rifling, or damage occurred after delivery by the Postal Service.
f. Claim is based on sentimental loss rather than actual value.
g. The loss resulted from delay of the mail, except as in section 164.161(d).
h. The claim is for consequential loss rather than for the article itself.
i. Contents froze, melted, spoiled or deteriorated.
j. The parcel was packaged in such a way that it would not have reached the addressee in good condition in the ordinary course of the mail.
k. The damage consisted of abrasion, scarring, or scraping of suitcases, handbags, and similar articles which were not properly wrapped for protection.
l. The death of baby poultry was due to shipment to points where delivery could not be made within 72 hours from the time of hatch.
m. Death of honeybees and harmless live animals which was not the fault of the Postal Service (see section 124.332).
n. Failure on the part of the second party (the addressee if claim is filed by the mailer, or the mailer if the claim is filed by the addressee) to cooperate in the completion of the claim.

.17 USED ARTICLE(S) LOST OR DAMAGED

The St. Louis Postal Data Center depreciates used article(s) lost or damaged based on the following:

a. Used articles with a life expectancy of ten (10) years are depreciated at ten percent (10%) per year.
b. Used articles with a life expectancy of twenty (20) years are depreciated at five percent (5%) per year.

164.2 PREPARATION OF INSURED AND C.O.D. MAIL CLAIMS

.211 The accepting postal employee will enter a nine-digit claim number (see 164.42a) and complete items 1 through 10 on Form 3812. Type or print legibly with a ballpoint pen.

Press hard.

Item 1. Check appropriate *block* indicating reason for claim. If claim is for *Complete Loss of Contents* add: *CONT* after the block for Complete Loss. *No c.o.d. remittance* claims should be initiated as *Complete Loss.*

Item 2. Indicate use of airmail, if applicable.

Item 3. Check the appropriate block to indicate category of the claim.

Item 4. Indicate special delivery service, if applicable.

Item 5. Enter city, State and ZIP Code of *mailing post office* (not necessarily the post office where the claim is being filed). If the package was mailed at a station or branch, use the appropriate ZIP Code.

Item 6. Enter the date the package was mailed.

Item 7. Enter the date the claim is being filed.

Item 8. Enter city, State and ZIP Code of *post office of address.*

Item 9. Enter amount of postage paid, including special fees such as special delivery or special handling.

Item 10. Enter amount of insurance fee paid.

.212 Assist the claimant in completing items 11 through 14 and items 17, 18 or 19 of Form 3812 to the extent possible as follows:

Items 11 and 12. Names and addresses of mailer and addressee. The mailer should indicate the payee by checking the payee block in either item 11 or 12. The name of the payee indicated in items 11 or 12 *must* agree with the payee shown in the *Mail Check To* portion of the identification slip.

Item 13. Describe the articles lost or damaged; indicate the purchase price, the approximate year of purchase, whether the article was new or used, or the price of materials used and labor, if handmade. Describe the items in sufficient detail for the postal data center to determine that the value claimed is not excessive. Attach a supplementary sheet of paper to the claim form if necessary.

Item 14. Enter the total amount claimed excluding postage.

Item 15. MUST BE COMPLETED BY ADDRESSEE *ONLY.*

Item 16. Complete for COD mailings only.

Item 17. Complete if package was commercially insured. Include policy number, name and address of insurance company and amount of deductible, if appropriate.

Item 18. Have the *mailer* sign, date, and enter his telephone number in appropriate block. If the claim is being filed by a business firm, the firm name should be entered in the signature block and the firm's representative should sign the block labeled *BY.*

Item 19. Have the *addressee* sign, date, and enter his telephone number in appropriate block. If the claim is being filed by a business firm, the firm name should be entered in the signature block and the firm's representative should sign the block labeled *BY.*

.134 *Bulk Mailings*

Form 3606, *Sender's Statement and Certificate of Bulk Mailing of Matter Paid With Stamps or Meter Postage*, is used to issue certificates that a specified number of pieces have been mailed. These certificates are furnished only for mailings of identical pieces of first- and third-class matter paid with ordinary stamps, precanceled stamps, or meter stamps and for identical pieces of first- and third-class official mail bearing ordinary official mail indicia. A certificate will not be issued for bulk mailings paid with permit imprints.

.135 *Quantity Mailings*

When the number of articles ordinarily presented justifies such action, mailers must comply with the following:

a. When individual certificates on Form 3817 are desired, the forms must either be fixed by the stub to the articles or the forms must be consecutively numbered and fastened together. If the certificates are numbered, the articles should also be lightly numbered at a uniform place to permit relating the parcels and certificates.
b. When the articles are descriptively listed on firm mailing sheets or on special approved forms, they should, if practicable, be presented in the order in which they are entered on the sheets; otherwise, each entry must be consecutively numbered by the mailer, and the articles lightly numbered to show the sheet and line number on which they are described.

.14 ADDITIONAL CERTIFICATES AFTER MAILING

To obtain an additional certificate after mailing, the sender must present the original certificate and an additional certificate endorsed *duplicate* or *copy* showing the original dates of mailing. The additional certificate will be postmarked to show the current date.

.15 PAYMENT AND CERTIFICATION

Mailers must affix uncanceled stamps or meter stamps to cover the fee for certificates of mailing. The stamps will be canceled by the postmark of the mailing office. Signatures or initials of accepting employees are not required.

.16 PAYMENT AND CERTIFICATION FOR OFFICIAL MAIL

Certificates of mailing, prepared on Form 3606 for identical pieces of first- and third-class official mail and certificates prepared on Form 3877, Form 3877-A or other forms printed at the mailer's expense for certificates for three or more pieces of official mail of any class, need not have stamps affixed to cover the fee for the certificates of mailing. The forms must be presented to the post office in duplicate. The space provided on the forms for affixing stamps will be postmarked on the original and duplicate copies. Duplicate copies will be retained by the postmaster and forwarded at the end of each accounting period to the Manager, Government Revenue and Examination Branch, Accounting Division, U.S. Postal Service Headquarters, Washington, DC 20260, for billing purposes. Individual certificates of mailing prepared on Form 3817 or on forms specially printed at the mailer's expense for use as an individual certificate for ordinary official mail of any class must have stamps affixed to cover the fee for the certificate of mailing.

165.2 RETURN RECEIPTS

.21 PURPOSE

Return receipts furnish the mailer evidence of delivery. The fee paid for a return receipt does not insure the article against loss or damage. Return receipts may be obtained for mail which is sent COD, is insured for more than $15.00, or which is registered or certified. For international return receipts, see part 450 of Publication 42, *International Mail*.

.22 FEES (IN ADDITION TO POSTAGE AND OTHER FEES)

Requested at Time of Mailing:	
Showing to whom (signature) and date delivered	$0.25
Showing to whom (signature), date and address where delivered	.45
Requested After Mailing:	
Showing to whom and date delivered	.45

.23 PROCEDURES AT MAILING OFFICE

.231 The sender may request a return receipt, Form 3811, at the time of mailing by informing the postal clerk or writing on the mail *Return Receipt Requested* or *Return Receipt Requested Showing Address Where Delivered*. Firm mailers will complete the mailer's entries on the form, including the article identification number, attach the form, and *place the required endorsement on the article*. Individual mailers will also normally complete the mailer's entries on the form, but in those cases where the article is mailed with the endorsement and the correct postage but without Form 3811 attached, the clerk shall complete the form and attach it to the article.

.232 The sender may request a return receipt after mailing an article which is registered, certified, COD, or insured for more than $15.00 by paying the required fee. To do so, the sender shall complete Form 3811–A, *Request for Return Receipt (After Mailing)*, attach the proper postage, and mail the Form 3811–A to the delivery post office. The sender will be provided the date of delivery and the name of the person who signed for the article as shown in delivery records. Neither the signature of the recipient nor the address of delivery will be provided.

.233 In the event a mailer does not, after a reasonable period of time, receive a return receipt he has paid for, he may, within one year of mailing, request a duplicate if he can produce a receipt for such payment. The mailer may request the duplicate by presenting the receipt at any post office, branch, or station. The clerk shall assist the customer in completing Form 3811–A, postmark it, and mail it to the delivering post office. No charge for such duplicate is to be made.

.234 Payment for return receipts shall be noted on the receipt given for purchase of the COD, registry, certified mail, or insurance service.

.24 PROCEDURES AT OFFICE OF DELIVERY

.241 *Return Receipt, Form 3811*

a. Delivery employees shall obtain the signature of addressee or his agent. Delivery shall only be made to the addressee if so requested on the Form 3811, except as provided in 165.341. The address of delivery shall be filled in only if requested on Form 3811. The delivery employee shall examine the card for completeness and make any corrections necessary. Return receipts shall be given to the clearing clerk daily when the carrier returns to the post office.
b. The clearing clerk shall check all return receipts to make sure they are properly signed and dated. If the mail was restricted in delivery, check to see that delivery was not made to an agent, except as provided in 165.341. If delivery was improper, have addressee sign a second return receipt. Take prompt corrective action with delivery employees if return receipts are improperly handled or completed. Postmark all return receipts legibly and mail no later than the first working day after delivery. Undeliverable articles will be handled in accordance with 159.272 and the appropriate endorsement will be made in block 6 of Form 3811.

Part 166

SPECIAL DELIVERY

166.1 DESCRIPTION

.11 POINTS OF DELIVERY

Special delivery mail is given immediate delivery at the office of address during prescribed hours to:

a. Points within a radius of 1 mile of any post office, station, or branch (except contract and rural stations and branches).
b. Points within the city delivery limits of any post office having this service. These conditions apply to customers of rural routes residing within the 1-mile limitation.
c. Residences on rural routes if the road is passable and is located within one-half mile of rural route; otherwise, mail is left in the box. Delivery will be made by carrier on his regular trip.
d. Customers of nonpersonnel rural stations and branches if their residence is within one-half mile of the unit and if there is a passable road leading to it. Otherwise, mail is left in customer's box at the unit.
e. Points within one-half mile of a star route by the star route carrier who may make such delivery on his regular trip if the deviation from his regular route will not delay him in meeting schedule requirements.
f. Boxes erected on the city delivery boundary line and if customer lives no more than 3 blocks beyond and there is a passable walk or street to the residence. If there is no passable walk or street, the article is left in the box if the box will accommodate it. Otherwise, a notice is left in the box.

.12 TRANSPORTING AND DELIVERING

Special delivery mail is given preferential handling to the extent practicable in dispatch and transportation. Payment of a special delivery fee does not insure safety of delivery or provide for the payment of indemnity. Money or other valuables sent special delivery should be registered also. Insured, certified, and COD mail may be sent special delivery.

166.2 PAYMENT FOR SPECIAL DELIVERY

.21 SPECIAL DELIVERY FEES

Class of mail	Weight		
	Not more than 2 pounds (cents)	More than 2 pounds but not more than 10 pounds (cents)	More than 10 pounds (cents)
First-class and priority mail . .	$1.25	$1.50	$1.75
All other classes	1.75	1.85	2.15

.22 PREPAYMENT OF FEE

Prepay the special delivery fee by special delivery stamps, ordinary postage stamps, or meter stamps. The special delivery fee must be prepaid in addition to regular postage except on official mail sent under the provisions of 137.2

.23 MARKING

Mailers should mark prominently the words *Special Delivery* preferably below the postage and above the name of the addressee as follows:

Frank B. White
2416 Front Street
St. Louis, MO 63125

SPECIAL DELIVERY

Mr. Henry Brown
24789 Alaska Avenue
Chicago, IL 60652

166.3 WHEN TO DELIVER

.31 HOURS OF DELIVERY

.311 *At City Delivery Offices*

a. Normal hours of delivery begin at 7 a.m. and end at 11 or 12 p.m., the ending time being contingent upon the last major mail receipt. However, depending on local conditions, first-trip delivery may begin as early as 6 a.m. or as late as 8 a.m. Delivery on the first trip should be completed within four hours of the messengers departure from the office.
b. Special delivery messengers should leave delivery unit ahead of regular letter carriers serving the same territory. Every effort should be made to deliver specials ahead of ordinary mail.
c. Deliver specials in business sections by regular letter carrier on first trip when delivery before 8:30 a.m. and ahead of special delivery messengers can be assured.

.312 *At Noncity Delivery Offices*

Normal hours of special delivery are 7 a.m. until closing hour of the post office. Unless there is a demand for earlier delivery, postmasters may authorize messengers to depart as late as 8 a.m. on the first trip. Specials arriving after the office is closed, but not later than 9 p.m., will be delivered provided the postmaster or an employee is on duty.

.313 *Sundays and Holidays*

Sunday and holiday deliveries should be scheduled as needed, but not to exceed a maximum of three delivery trips, one each in the morning, afternoon and evening.

.314 *Outside Regular Delivery Hours*

If specials arrive outside regular delivery hours, notify customers by telephone, if practicable; also notify customer if requested. Attempt to telephone rural customer if specials arrive after the rural carrier has departed on his route.

.315 *Unusual Conditions*

Postmasters and postal employees are expected to display interest and ingenuity to effect the prompt delivery of specials.

.32 FREQUENCY OF DELIVERY

A maximum of four daily city-wide trips will be made. If unusual conditions exist and postmasters feel additional trips are needed, obtain specific authority from the Regional Postmaster General. Fixed schedules will be established to connect major mail receipts to insure that the maximum available specials are delivered on each trip. Establish an additional mid-morning trip in the central business sections, if needed. Schedule one of the city-wide trips in the mid or late afternoon to provide delivery of all available specials to firms prior to the normal closing hour. The last city-wide trip should connect with the last major mail receipt; however, messengers should not leave after 9 p.m.

166.4 DELIVERY PROCEDURES

.41 TO WHOM DELIVERY MAY BE MADE

Ordinary special delivery mail is delivered to the addressee or to anyone authorized to receive his mail. At city delivery offices, special delivery mail, other than registered and insured, addressed to a post office box or to the general delivery, is delivered to the box or held for delivery through the general delivery window, unless the addressee has given written notice that such mail be delivered to his residence or place of business. When special delivery mail is received at a city delivery office addressed to a street address and the addressee usually receives his mail through a post office box or through the general delivery window, the mail is delivered as addressed, unless the addressee files a written notice directing delivery to his box or through the general delivery window. At offices not having city delivery service, all special delivery mail is delivered to the residence or place of business of the addressee, unless the addressee files a written request that such mail be deposited in his post office box or held for delivery through the general delivery window.

.42 DELIVERY IN MAIL RECEPTACLES

When no one is at the address to receive mail, the messenger, if he can determine that the occupants are absent for not more than 1 day, will leave the mail and a notice on Form 3955, *Special Delivery Notice*.

.43 NOTICE OF ATTEMPTED DELIVERY

When mail cannot be delivered as described in 166.42, the Form 3955, left under the door, between the door and doorjamb, or in the receptacle, will state where the special delivery mail is being held.

.44 RURAL AND STAR ROUTE CARRIERS

If delivery is attempted and cannot be made to a customer's residence or place of business, the special delivery matter is deposited in his box and a notice of nondelivery on Form 3955 is left at his residence or place of business.

.45 MILITARY POSTS AND CAMPS

No special delivery service is provided by military personnel at military posts and camps. Special delivery by messenger is made only to addresses such as officers' homes, headquarters, hospitals, and other places where it is definitely known that delivery can be made.

.46 FORWARDED SPECIAL DELIVERY MAIL

Special delivery mail that is forwarded is not entitled to special delivery at the second office, unless a forwarding order had been given by the addressee at the office of original address in advance of the arrival of the mail.

Part 167

SPECIAL HANDLING

167.1 DESCRIPTION

Special handling service is available for third- and fourth-class mail only, including that which is insured or sent COD. It provides preferential handling to the extent practicable in dispatch and transportation, but does not provide special delivery. Special handling parcels are delivered as parcel post is ordinarily delivered, on regular scheduled trips. Except for official mail sent under the provisions of 137.2, the special handling fee (or special-delivery fee) must be prepaid on all parcels that must be given special attention in handling, transportation, and delivery such as parcels containing baby poultry or honey bees. Baby poultry or queen honey bees sent priority mail or at the first class rate will also have the special handling fee paid, since such parcels contain third- or fourth-class mail in addition to the first-class or priority mail endorsement.

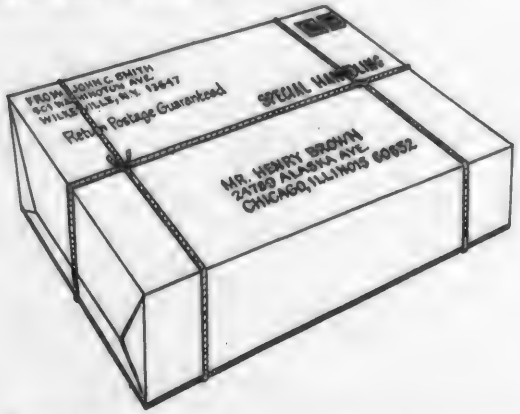
167.2 FEES

Weight	Fee
Not more than 2 pounds	$0.50
More than 2 pounds but not more than 10 pounds	.70
More than 10 pounds	1.00

The special handling fee is in addition to regular third- or fourth-class postage and may be prepaid by ordinary postage stamps or by meter stamps. The special handling fee on official mail is collected from Federal Government agencies and departments under the reimbursement procedures in 137.21.

167.3 MARKING OF PARCELS

Mailers should mark the words *Special Handling* above the name of the addressee and below the stamps as illustrated:



167.4 FORWARDING

Parcels undeliverable as originally addressed and forwarded to the addressee at a new address are given special handling without requiring an additional special handling fee. Except on official mail sent under the provisions of part 137, additional postage at the regular third- or fourth-class rate is collected on delivery. Forwarding postage on official mail is collected under the reimbursement procedures in 137.11 and 137.21.

Part 168

CERTIFIED MAIL

168.1 DESCRIPTION

Certified mail service provides a receipt to the sender and a record of delivery at the office of address. No record is kept at the office at which mailed. It will be dispatched and handled in transit as ordinary mail. No insurance coverage is provided. Return receipts and restricted delivery services may be obtained as set forth in part 165 and by the payment of additional fees as provided in 165.22 and 165.32. For circumstances under which

restricted delivery may be accomplished by delivery other than to the addressee, see 165.34. Certified mail will be endorsed in the following manner:

168.2 CLASS OF MAIL TO WHICH APPLICABLE

Any mailable matter of no intrinsic value on which postage at the first-class rate has been paid will be accepted as certified mail. This does not exclude articles of a nonnegotiable character and other similar matter which would involve a cost of duplication if lost or destroyed. The mail may be sent by air on payment of the required postage. Special delivery services are available on payment of the prescribed fees. Special delivery services may be provided without prepayment of postage and fees on official mail sent by Federal Government agencies and departments under the provisions of 137.2.

168.3 FEES

.31 FEE IN ADDITION TO POSTAGE ..... 60 cents

.32 RESTRICTED DELIVERY ..... 60 cents

.33 RETURN RECEIPTS

Requested at time of mailing:
- Showing to whom and date delivered ..... 25 cents
- Showing to whom, date, and address where delivered ..... 45 cents

Requested after mailing:
- Showing to whom and date delivered ..... 45 cents

168.4 MAILING

.41 PAYMENT OF FEES AND POSTAGE

The fee and postage may be paid by ordinary postage stamps, meter stamps, or by permit imprints. The fee and postage on official mail of Federal Government agencies and departments are collected under the reimbursement procedures in 137.21.

.42 POINTS TO WHICH MAILABLE

Certified mail may be addressed for delivery only—

a. In the United States, its territories and possessions.
b. In the Canal Zone.
c. Through Army, Air Force (APO) and Navy (FPO) post offices.
d. Through the United Nations, N.Y. post office.

.43 WHERE TO MAIL

Customers may mail certified mail at the post office, branch, or station or give it to a rural carrier. It may also be deposited in mail drops in post offices, street letterboxes, nonpersonnel rural stations and branches, or any other receptacles for first-class mail, provided the specific directions in 168.44 are followed.

.44 HOW TO MAIL

Obtain blank certified mail coupons, Forms 3800, *Receipt for Certified Mail* (no charge) at the post office or from rural mail carriers. Also obtain blank return receipt forms if needed. Observe the following procedure:

a. Enter on the receipt portion of the certified mail coupon the name and complete address of the person or firm to whom the mail is addressed.
b. If return receipt is wanted, check block on the mailing receipt to show the fee and endorse the article on the address side near the certified mail endorsement *Return Receipt Requested* or *Return Receipt Requested Showing Address Where Delivered*. The mailer must enter the certified mail number on the return receipt card, address it to himself, and attach

.62 RETURNS

Check carrier and messenger returns in the manner described in 161.763c. Carrier will turn in all undelivered articles, delivery receipts, and return receipts for delivered articles.

.63 CLEARANCE

Carrier will prepare Form 3868, *Carrier's Clearance Receipt*, to show the combined total of returned certified letters and delivery receipts. The clearing clerk will sign this receipt and return to the carrier or messenger as his personal record.

.64 DELIVERY TO MILITARY INSTALLATIONS

Certified mail addressed for delivery at military installations within the continental United States must be delivered to the military installations in the same manner as numbered insured mail.

.65 FILING DELIVERY RECEIPTS

File individual delivery receipts, Form 3849, by the last two digits of the certified mail number in the consolidated delivery receipt file unless quantity accumulated over the filing period is less than 200 in which case use last digit only for breaking file. File firm delivery receipts, Form 3883, by the name of the addressee or chronologically by date.

.66 UNDELIVERABLE

Handle certified mail that is undeliverable or is to be forwarded in accordance with 159.27.

168.7 VERIFIED MAILING RECEIPTS

.71 INDIVIDUAL MAILINGS

Verify as follows:

a. Compare name and address of addressee on the article and on Form 3800.
b. If sender has checked blocks on Form 3800 for return receipt or restricted delivery service, make sure the article bears the proper endorsement.
c. Examine the return receipt card to determine whether appropriate blocks in instructions to delivering employee have been checked, and that the card is securely attached. Make sure address is properly completed by the sender.
d. Make certain that proper postal charges have been paid by stamps affixed; endorse mail if special delivery.
e. Postmark receipt portion and give to mailer. Initial, by the entry on the receipt in ink, time article was mailed if requested to do so by sender.
f. Deposit article in mail. Do not return to the mailer.

.72 QUANTITY MAILINGS

If the certified mail numbers are listed on firm mailing bills in consecutive order and the mail is similarly arranged, verify quantity mailings as follows:

a. Count the pieces of mail and listings on the bill. These should agree.
b. Compare certified mail numbers on first and last articles with the first and last numbers listed on the bill. These should agree.
c. Make a spot check to determine that mailings are properly prepared, and that postal charges have been fully prepaid.
d. Postmark receipt and give to mailer. Enter time articles were mailed if requested to do so by the sender, placing your initials by the entry. Use ink to enter time and initials in the space for the name of accepting employee.
e. Deposit articles in mail. Do not return to mailer.

Part 169
POST OFFICE LOCKBOX AND CALLER SERVICE

169.1 PURPOSE AND DEFINITION OF SERVICE

.11 GENERAL PURPOSE

Post Office Lockbox and Caller Service are premium services provided for the convenience of the public. These two services, provided in addition to available carrier or general delivery, afford customers privacy and permit them to obtain their mail at their convenience during the hours the lobby is open. Both services make use of the traditional post office box number as the address.

.12 DESCRIPTION OF SERVICE

.121 Lockbox Service

a. Lockbox service is provided only through the use of post office lockboxes. The term drawer is hereby abolished and all boxes previously referred to by that term are to be considered the same as lockboxes for all purposes, including rental rates. The terms lockbox and box are to be considered the same for purposes of these regulations and the term boxholder is to be applied to those who use lockboxes.
b. Lockboxes are located only in Postal facilities. Customers receive their mail in these boxes and may open the boxes by means of a key or combination. Numbers are assigned to the boxes and the customers must use their assigned post office box number in their addresses immediately above the city, state and ZIP Code.
c. Five sizes of lockboxes are available for rent and customers are assigned a lockbox of a certain size in accordance with their needs as determined by the postmaster.
d. Boxes without doors for customer access, formerly identified as *Call Boxes*, shall be used only in conjunction with general delivery service, and no rent shall be charged for their use.
e. Lockbox service does not include *alternate means of delivery* established to replace, simplify, or extend carrier delivery service. Examples are Vertical Improved Mail (VIM) units, neighborhood cluster box units, apartment house units, rural non-personnel units, etc. These *alternate means of delivery* shall not be administered or charged for under provisions of this part.

.122 Caller Service

a. Caller Service is provided through the use of sacks, pouches, trays, bundles, and other devices. Normally, mail is handed to the customer or his agent at a call window or from a loading dock. Caller service users are termed Callers throughout these regulations.
b. Caller service will be provided to customers under the following conditions:
   (1) When boxholders regularly receive more mail than their lockboxes will hold and boxes of adequate size are not available. To determine when this condition exists, the following guidelines apply:
      (a) For this purpose, *regularly*, is interpreted to be when the mail exceeds the capacity of the box for three out of five days.
      (b) Types of mail which are to be considered in making this determination are: letters, flats, second-class publications, SPR's and any items which could be placed in a box in the absence of other mail. Excluded are large boxes, phonograph records, thick

catalogs, or any similar item that has greater dimensions than the lockbox.

(2) To customers who wish to rent more than five lockboxes in any one facility. Five lockboxes may be rented to one customer, but additional separation may be provided only through the use of caller service. Customers who currently rent more than five lockboxes may retain those boxes providing that the appropriate caller fees are paid for all separations in excess of five (See 169.323b.)

c. Caller service may be provided to customers under the following conditions:
(1) To a new customer who will receive (or can be expected to receive) too much mail to be accommodated in the largest box available in the facility.
(2) To a customer who, at his option, desires a lockbox but none is available—with the provision that such service does not adversely affect normal postal operations.
(3) To any customer who desires caller service in lieu of lockbox service even though boxes of adequate size may be available and the provision of such service does not adversely affect normal postal operations.

d. No caller service shall be provided from post offices with 35 or fewer revenue units.

e. A post office box number is assigned to the caller for each separation utilized and the caller must use his assigned number in the address immediately above the city, state and ZIP Code.

f. A customer may obtain caller service for the purpose of receiving the mail of a client. A caller number issued to such a customer shall be considered to be held by the customer and not the client. All restrictions or regulations provided in 154.212 shall be applicable to the provision of caller service under this section.

g. No physical lockbox shall be used for purposes of obtaining a number for a caller.

h. If a caller is already using a number assigned to a lockbox, the caller may be issued a new caller number to replace it. However, this may be done only with the consent of the caller. (See 169.323 for rate to be charged when a caller holds a number assigned to a lockbox.)

i. Where possible, a post office lockbox presently used by a caller for purposes of obtaining a caller number may be renumbered, or an ALPHA prefix or suffix added to the number, and rerented to another party.

j. Caller service may be restricted by postmasters with approval of the district manager if local conditions justify such restrictions.

.13 GENERAL CALLER SERVICE INFORMATION

.131 *Caller Service Terms*

Services which may have been locally termed as Phantom Box Service, Holdout Service, Firm Direct Service, Firm Holdout Service, Sack Service and miscellaneous other services of similar nature which involved the customer use of a post office box number as an address and which required the customer pick-up of mail from a postal facility on a regular basis are replaced with caller service.

.132 *Carrier Holdout Service and Other Exceptions*

a. Caller service does not include firm holdout service provided to customers under provisions of 351.

b. Caller service does not include general delivery service.

.133 *Reservation of Caller Numbers*

a. Callers of record may reserve caller numbers for future use. Postmasters shall determine which numbers may be reserved and may restrict this service in accordance with local conditions. The fee for this special service is detailed in 169.31.

b. If a caller has reserved a number and subsequently receives mail separated to that number or otherwise notifies the post office that he intends to begin receiving mail addressed and separated to that number, then the appropriate semi-annual rate for caller service will be charged and no return of the reservation fee or any part of the reservation fee will be made. If the customer continues to receive mail addressed for separation to the number he will be charged the appropriate caller fee and for the next fiscal year no reservation fee will be charged. (Note exceptions in 169.322b.)

.14 HOW TO RENT A LOCKBOX OR OBTAIN CALLER SERVICE

.141 *Application for Post Office Box, Form 1093*

Form 1093, obtainable from any postmaster, must be filled out completely and submitted to the postmaster at the post office where box or caller service is desired. The application will be approved or denied by the postmaster. Furnishing false information on the application is sufficient reason for denial (see 169.8).

.142 *Known Applicant*

A known applicant shall be issued a box or provided caller service upon submission of Form 1093 and payment of the proper rent or fee.

.143 *Unknown Applicant*

a. Applicant must present his driver's license, military ID, or other valid identification to postmaster upon submission of the application, Form 1093.

b. Postmasters will verify that the applicant resides or conducts business at the address shown. Verification procedures will be initiated immediately upon receipt of the application. Verification for local customers should be completed within three working days.

c. A box will be assigned or caller service provided immediately upon approval of the application and receipt of box rent or caller fee.

.144 *Minors*

Boxes may be rented or caller service extended to minors unless parents or guardians object in writing.

.15 CONDITIONS OF USE

.151 *Individuals*

An individual boxholder or caller may receive through his box or caller service mail addressed to himself, his family, relatives, or other persons residing in his household, whether permanently or temporarily, if the mail is properly addressed to the box number.

.152 *Firms, Corporations, Associations, or Institutions*

A firm, corporation, association, or public or private institution may receive through its box or caller service mail addressed to its name, any of its officials, employees, inmates, students, teachers, or other individuals associated with the organization if the mail is properly addressed to the box number. (See also 169.122f.)

c. Continue to distribute the mail to the box for up to 10 days. If at the end of that time the customer has not paid the rent or left other instructions, remove the mail from the box and treat that mail and any subsequent mail addressed to the customer at that box as undeliverable mail, unless it is possible to deliver it by carrier or general delivery.
d. At the end of 10 days, close the box if the customer has not paid his rent or submitted other instructions.
e. If the customer pays his rent, unplug the lock or notify him of his new combination.

.542 Callers

a. If a caller fails to pay his fee by the due date, does not submit a change of address order, and does not attempt to obtain his mail, retain his mail for a period not exceeding 10 days, then treat his mail as undeliverable mail unless it may be readily delivered by carrier.
b. If a caller fails to pay his fee by the due date, does not submit a change of address order, and attempts to obtain his mail within 10 days, explain to him or his agent that at the end of the tenth day after the due date, if payments or a change of address order is not received, his mail will be delivered to his street address. Explain also that he will lose the use of his post office or caller box number(s) and may not obtain his mail at the postal facility. Continue to give him his mail until the end of the ten-day period, but do not provide him in excess of one separation (in case multiple separations had been provided) during that period.

.55 WHEN A BOX IS SURRENDERED

.551 Rerental of a Surrendered Box

If a customer surrenders a box before the end of the payment period, the box may be rented to another customer after 15 days. If the box has been closed by the Judicial Officer, the box may be rented to another customer after 20 days. (See 169.8.)

.552 Surrender of a Box

A box shall be considered to have been surrendered if:
a. The boxholder submits a permanent change of address order.
b. The boxholder refuses or fails to pay appropriate rent or fees by the due date.
c. The boxholder submits in writing an order to discontinue service.

.553 Nonsurrender of a Box

A box shall not be considered to have been surrendered if:
a. The boxholder dies or disappears before the end of the period for which he has rented the box.
b. The boxholder submits a temporary change of address order.
c. There is a change of address order issued for mail going to the box by any person other than the boxholder.

.554 Refund of Box Rent and Caller Fees

a. Handle all refunds under this section in accordance with 147.26.
b. When a lockbox is closed or surrendered or caller service is terminated, no portion of the rent or fees shall be refunded for the remainder of the semiannual payment period in which the action occurs, unless such closure or termination is the result of discontinuance or relocation of a facility (see 169.554c). A customer, who has paid for a semiannual rental period subsequent to that in which the closure or termination occurs, may apply for a refund of the entire box rent or caller fee applicable to the subsequent period.
c. Former lockbox or caller service customers of discontinued or relocated postal facilities may obtain a refund of unused box rent or caller service fees whenever additional travel of .4 kilometers (.25 miles) or more (from the address listed on the applicable Form 1093) is required to obtain equivalent service. For refunds under this section, one-sixth of a semiannual rental fee may be refunded for each month remaining in the rental period. If the effective date of the facility discontinuance falls on or before the 15th of the month, the refund shall be computed from the first day of that month. If the effective date is after the 15th day of the month, the refund shall be computed from the first day of the following month.

169.6 OPERATIONS

.61 PLACING IN BOXES

Place mail addressed to post office boxes in proper boxes immediately after distribution. If the flow of the mail allows it and no lengthy delays will occur, attempt to place larger items such as newspapers, catalogs, and magazines in boxes prior to placing smaller items such as letter mail and flats into the boxes.

.62 WITHDRAWAL FROM BOXES

Mail may be delivered to authorized persons who have forgotten their keys or cannot open their boxes. However, mail should not be handed out to persons properly supplied with keys who can open their boxes but who make it a practice of requesting that their mail be given to them.

.63 DELIVERY BY CARRIER

Do not remove mail from boxes of address for delivery by carrier except for the case of box service discontinued due to failure to pay rent.

.64 MULTI-PICKUP CALLERS

Callers who desire to call at a postal facility for their mail more than once in any 24-hour period as a regular practice shall make provisions with the postmaster for the establishment of a proper and reasonable schedule of pickup. Postmasters shall determine the times and places most satisfactory to the post office.

.65 STANDARDS

.651 Box Service

If the postmaster determines that safety and security provisions allow it and if he determines that there is sufficient public demand, then he may keep the box lobby open to the public 24 hours per day.

Subchapter 170 NONMAIL SERVICES

Part 171

MONEY ORDERS

171.1 ISSUANCE OF DOMESTIC MONEY ORDERS

.11 WHERE SOLD

Domestic money orders may be purchased at all post offices, branches, and stations in the United States and its possessions. Money order facilities are also provided for members of the Armed Forces of the United States.

.12 AMOUNTS, FEES, PAYMENTS

.121 *Money Order Amounts*

The maximum amount for a single money order is $300. There is no limitation on the number of orders that may be purchased at one time, except when the Postal Service may impose temporary restrictions.

.122 *Money Order Fees*

a. The fee for a postal money order issued to authorized civilian and military personnel and/or their dependents by an Armed Forces Postal Clerk on board any ship or at any Military Post Office (APO or NPO) located outside the 50 States, Puerto Rico, and Guam is 15¢, regardless of the amount of the money order. Postal money orders issued to others shall be charged at the fees indicated below.

b. Fees for domestic money orders issued at other post offices including those with branches or stations on military installations are as follows:

Amount of money order	Amount of fee
	Domestic
$0.01 to $10	$0.60
$10.01 to $50	.70
$50.01 to $300	.90

.123 *Paying for Money Orders*

Money orders must be paid for in United States money. Coins are legal tender in any amounts.

.13 ISSUE PROCEDURES FOR MONEY ORDERS

.131 *General*

All orders will be issued on the money order imprinter. Manual issuance is prohibited.

.132 *Imprinter Preparation*

At the start of a duty tour, the issuing clerk receipts for blank money order sets and a numbered validation plate unless already in his possession, by signing control registers maintained on item 0–127a. At the work station, the clerk verifies that the office number plate is affixed and uses the non-metallic

stylus to set the appropriate date into the dating device on the imprinter. (The setting from left to right is year, month, and day, such as 740402 for April 2, 1974.) The validation plate is then placed in the designated position on the imprinter as described in the operating instructions.

.133 *Imprinting the Order*

Before imprinting each money order, clerks will verify that the proper date is set, the validation plate is in place and the print handle is positioned to the extreme left. Set the five amount keys to the requested amount (never more than $300) and verify the setting as registered in the small windows above the keys. Next, select and insert the limitation plate for the same or next higher amount, and insert the blank money order form set so that it lies flat on the machine within the form guides. Finally, imprint the order by moving the print handle in one continuous motion to the extreme right position and returning it in a continuous motion to the starting position.

.134 *Completing the Transaction*

Remove the imprinted form set, snap-out the carbons and dispose of the carbons and stub as trash. Verify that all information (including validation plate and limitation plate imprint) is clearly imprinted on the money order, and that the date, office number, and amount are clear and completely legible on all parts. (See 171.162 for spoiled orders.) Both customer and clerk should verify the amount on the order. Next, collect payment for the face amount and the fee and then hand the money order and customer's receipt to the customer. Finally, place the voucher in the proper receptacle for end of day reporting, replace the limitation plate in its storage slot and move the amount keys back to their asterisk position. If two or more clerks share a single imprinter at the same time, each must remove his validation plate from the imprinter after his own sale.

.135 *Inoperable Imprinter Procedures*

Manual issuance of money orders is not permitted. Inoperable imprinters must be replaced or restored to service as quickly as possible. While service is disrupted, customers will be advised of the anticipated time that service will be restored and of the location of nearby facilities where service is available. Also, they will be allowed to apply on Form 6001, *Application for Domestic Money Order* for immediate issuance of an order upon restoration of service. In such instances, procedures as prescribed for issuance to rural customers (171.15) will apply, except that mailing of orders to payee, and orders and/or customer receipt to customers will be at Postal Service expense.

.14 COMPLETION OF MONEY ORDER BY PURCHASER

Clerks should remind the purchaser of the necessity to complete the information on both the order and the customer's receipt. The Postal Service is not liable for money orders lost before completion by the purchaser. Purchasers must fill in the following information on the money order and the customer's receipt:

a. *Name and address of payee and name and address of purchaser.* The customer should do this promptly to protect his rights in the event the order is lost. Also, he should complete and safeguard the customer receipt since if must be presented if inquiries are made later. Money orders may be made payable to:
   (1) The purchaser, if desired.
   (2) Only one person or firm. Show complete name to avoid redemption difficulties.
   (3) Payee by his official title. *Examples:* Director of Internal Revenue, Baltimore; Cashier, First National Bank, Richmond, VA.

Mail Matter, should be initiated and processed immediately if loss is believed to have occurred in the mail.

(3) Application for a duplicate of a mutilated order or an order void by too many endorsements, on Form 6401, may be filed at any time if the order is attached.

(4) If the customer's receipt is presented, the post office shall endorse it "Form 6401 (date)" and return it to the applicant. *The postmaster shall not keep any record of the filing of the form.* Reply will be made directly to the inquirer.

b. *Issuance of Duplicate Order*

(1) The Money Order Division will issue a duplicate money order in accordance with the wishes of the purchaser applicant without the consent of the payee or endorsee, provided the records indicate that payment has not been made. However, the purchaser has no claim on COD orders.

(2) Send a mutilated or void order to the Money Order Division with a properly completed Form 6401.

(3) The Money Order Division will forward the duplicate to the payee named on Form 6401. The customer's receipt will be sent to the person submitting Form 6401, when he is not the payee of the duplicate.

c. *Orders Recovered After Duplicate Issued*

When a duplicate order has been issued, write *Canceled-Duplicate Issued* on the original order and send it to the Money Order Division. If the postal employee does not know whether a duplicate was actually issued, send the recovered order with Form 6401.

d. *Payment of Duplicate Orders*

A duplicate money order is payable only to the payee named thereon or to his endorsee.

171.2 INTERNATIONAL MONEY ORDERS

.21 ISSUANCE

.211 *Where Sold, Amounts and Fees*

An authorization to issue an international money order may be purchased at almost all post offices with 950 or more revenue units. Some post offices with fewer than 950 revenue units have been designated to provide this service. Post offices not designated but having sufficient need for the service will make application to the regional director, finance department. International money orders will be issued to addressees in those countries that have agreed with the United States to conduct such business. The maximum amount for an international order is $300. Except that orders should not exceed £50 (approx. $90) when payable in Great Britain, $250 when payable in Syria, and $100 when payable in Morocco. The fees are as follows:

Amount of International Order:	*Fee*
$0.01 to $10	$0.65
$10.01 to $50	.90
$50.01 to $300	1.15

.212 *Application*

a. For most countries and localities (see 171.218 and 171.219), the authorization to issue an international money order form is used. Application must be made on Form 6701, *Application for International Money Order*. For Mexico an optional application Form 6701-A. *Application For a Money Order Payable in Mexico*, is provided. In most cases, the amount is written in United States dollars and converted into foreign currency in the country where payable. For this reason, only approximations may be given for amounts in foreign currency, except Canadian.

b. Purchasers must complete Form 6083, *Supplemental International Money Order Advice*, written in the foreign language *if possible*, when they send money orders payable in Greece, Lebanon, Syria, Yugoslavia, and Japan.

c. Purchasers will be given a receipt. The postmaster will send the authorization form to the Money Order Division where the international order is issued.

d. Purchasers must state the following details in their application regarding the payee: full name, exact address, name of city, town, or village; name of the canton, department, or district as the case may be. If the payee is a woman, state whether single, married, or widowed. The purpose of the payment should also be stated.

.213 *Domestic International Money Orders*

For certain countries the domestic money order form is used. There is no application. See 171.217.

.214 *Issuing Procedures*

a. *When Domestic Form Is Used.* Handle in the same manner as for domestic orders. (See 171.13 and .14.) For Canada, the amount on the order must be expressed in both U.S. and Canadian money. Consult the current conversion table. Put the amount received in U.S. money and select the limitation plate in the usual manner. *Write* the Canadian equivalent on the *For* line in the *Purchased By* block and put *Canadian* before it.

b. *When Authorization to Issue an International Money Order is Used*

(1) *Reviewing Application.*—Verify that Forms 6701 or 6701A are *properly and legibly completed* in accordance with the instructions on the back. Incomplete Form 6701 will delay transmission to country. *Make sure that the country of payment is one of those listed in 171.218 and 171.219.* Do not accept applications for countries not included on those lists. Every effort should be made to have customers specify the purpose of payment as an aid to the recipient in identifying the sender. However, the form may still be accepted if they refuse to do so. Verify also that the customer has properly completed and submitted Form 6083 when required.

(2) *Imprinter Preparation.*—Prepare the imprinter for issuance of the form set, *authorization to issue an international money order*, exactly the same as described in 171.132 for domestic form set. Make a practice of verifying that the date is correctly set.

(3) *Imprinting the Form Set.*—Imprint the authorization form set exactly the same as the domestic form set as described in 171.133. Manual issuance is prohibited. The imprinted amount on form sets will always be in U.S. money. If a customer insists on the foreign equivalent for an order payable in one of the following countries, obtain the conversion rate from a local bank or firm which deals in foreign currency: Belgium, Denmark, France, Great Britain, and Northern Ireland, Guyana, Ireland, Luxemburg, Netherlands, New Zealand, Norway, Republic of South Africa, Surinam, Sweden, Switzerland, and Tunisia. If no such source is available locally, call the International Exchange Section, Money Order Division, St. Louis PDC, on 314-622-4933. Advise the customer in all cases that the quoted foreign equivalent is only approximate and will not necessarily be the amount paid in the foreign country.

(4) *Completing the Transaction.*—

(a) Remove the imprinted form set and snap-out the carbons.

(b) Dispose of the carbon and stub as trash.

(c) *Verify that all information (including validation plate and limitation plate imprint) is clearly imprinted on the authorization (bottom) part, and that the date, office number, and amount are correct, clear and completely legible on all parts.*
(d) Both customer and clerk should verify the imprinted amount.
(e) Collect payment for the face amount and the fee. Then hand the customer *only* the customer's receipt (top) part of the form set.
(f) Remind the customer to complete the *Paid To* and *Purchased By* portions of the receipt. The receipt must be presented whenever an inquiry is made.
(g) Place the voucher (middle) part in the proper receptacle for end of day reporting. Maintain voucher copies of authorization form sets as a separate group in numerical sequence (first 10 digits) from voucher copies of domestic money orders.
(h) Replace the limitation plate in the storage slot.
(i) Move the amount keys back to their asterisk position.
(j) If two or more clerks share a single imprinter at the same time, each must remove his validation plate from the imprinter after his own sale.
(k) When a Form 6083 is required, complete it by placing the date stamp where indicated and entering *Authorization No.* (first 10 digits) above the words *Money Order No.* Do not write on the line next to *Money Order No.*
(l) Complete the bottom of Form 6701 or 6701–A under the words *For Official Use Only.* Staple the authorization (bottom) part of the form set where indicated on Form 6701 or 6701–A. Also, when applicable, attach Form 6083 with a paper clip where indicated. *Do not staple.* Mail Form 6701 or 6701–A and attached documents by regular mail daily to the Money Order Division at the address shown on the back of the form.
(m) The Money Order Division will include the international money order it issues with others for the same country and no stamp need be furnished for its transmission overseas by airmail.

c. *Spoiled Form Sets*

(1) *Issuance of New Form Set.*—Issue a new form set without additional fee if from set is spoiled on day of issue due to defective form set, clerk error, mutilation, erroneous date, or faulty imprint during issuance. Once Form 6701 or 6701–A and attached documents have been sent to the Money Order Division, it is no longer possible to treat a form set as *Spoiled.* Any request for a change in the form set will be handled through the inquiry procedure described in 171.42b. Whoever was at fault on the original form set (clerk or customer) will pay the fee if a new form set is required.
(2) *Treatment of Spoiled Form Set.*—
(a) Customer's receipt and voucher copy—destroy immediately.
(b) Authorization copy—stamp or mark *Spoiled* below the data imprint area. *Do not stamp or mark between the lines* (OCR read band area). When the office number and date do not appear or are illigible, write them below the OCR read band area.
(c) Retain the spoiled authorizations as a separate group behind the voucher copies. Do not attach anything to the spoiled authorizations.

.215 *Refunds*

The amounts of authorization forms resulting in issuance of international money orders may not be repaid until authorized by the foreign postal administration. Verify Form 6684, *Inquiry Concerning International Money Order Issued in the United States,* with the particulars on the customer's receipt copy of the authorization. Send to the Money Order Division when purchaser requests repayment on U.S. issued orders.

.216 *Lost Reissued Orders*

Report the facts concerning lost reissued orders (an order certified to the United States by a foreign country and reissued in the United States) to the Money Order Division.

.217 *Countries Where Service Is Available on Domestic Basis* [1]

Country	*Address*
Antigua	Administrator St. Johns, Antigua
Bahamas	Postmaster Nassau, Bahamas
Barbados	Postmaster General Bridgetown, Barbados
Belize	Postmaster General Belize City, Belize
Bermuda	Colonial Postmaster Hamilton, Bermuda
British Virgin Islands	Administrator Tortola, British Virgin Islands
Canada (see 171.214a)	Deputy Postmaster General Financial Branch Money Order Division Ottawa ON Canada K1A 0B1
Canal Zone	Director of Posts Balboa Heights, Canal Zone
Dominica	Colonial Postmaster Dominica, West Indies
Grenada	Colonial Postmaster Grenada, West Indies
Jamaica	Postmaster General Kingston, Jamaica
Montserrat	Administrator Montserrat, West Indies
Saint Kitts-Nevis-Anguilla	Administrator St. Kitts-Nevis-Anguilla, West Indies
Saint Lucia	Postmaster General Saint Lucia, West Indies
Saint Vincent	Colonial Postmaster Saint Vincent, West Indies
Trinidad and Tobago	Postmaster General Port of Spain, Trinidad, West Indies

[1] See sections 171.213 and 171.42c.

171.3 CASHING MONEY ORDERS

.31 RESTRICTIONS ON PAYMENT

No money order shall be paid after 20 years from the last day of the month of original issue. The records of the Postal Service shall serve as the basis for adjudicating claims for payment of money orders.

.32 WHERE TO CASH

.321 Card money orders and the new paper imprinted orders may be cashed at any post office or bank.

.322 Rural carriers may cash money orders for rural customers, including customers of nonpersonnel rural stations and branches, subject to the availability of funds. Money orders must be endorsed in the carrier's presence. No fee or compensation is required for this service.

.323 Money orders issued at military post offices are payable only at military post offices and United States military banking facilities, or at post offices or banks located in the United States, its possessions or Territories, and countries with which the United States transacts domestic-international money order business. If the purchaser or payee of a money order issued at a military post office transfers ownership by endorsement to another, the endorsee must cash the money order at a military post office, a United States military banking facility, or a post office located in the United States, its possessions, or Territories.

.33 SIGNATURE REQUIREMENTS

.331 *Acceptance of Signature*

The paying post office may accept any signature of the payee, purchaser, or endorsee that is not different from the name given on the order.

.332 *Signature by Mark*

Customers who cannot write must use a mark. Marks (usually X) must be witnessed by someone who is not a post office employee.

.333 *Signature by Firms, Organizations, and Their Representatives*

All money orders payable to a business firm, an organization, society, institution, or Government agency must be signed in the name of the organization by a representative authorized to do so. It may be necessary for such authority to be presented and filed. The representative must also sign with his own name and organizational title. If drawn in favor of an official by name and presented by a successor, the latter must sign as follows: *William Jones, treasurer, successor to George Thompson.*

.334 *Use of Titles*

Use of such titles as *Dr., Rev., Prof., Madam, Mrs., M.D., or D.D.S.*, are not required in signing a money order for payment, whether or not such title is used on the face of the money order.

.335 *Stamped Signatures*

A stamped signature is acceptable as an endorsement on a money order when drawn in favor of a firm, corporation, association, society, or individual, provided the money order is presented to a bank for payment. A post office will accept stamped signatures, provided an agreement is filed in advance regarding the responsibility for the correctness of such payments.

.336 *More Than One Payee*

Money orders completed by the purchasers to show more than one firm or person as payee shall be paid as follows:

a. If the conjunction "or" is used to connect the payees, either payee may cash the document.
b. If no conjunction is used, or if the conjunction "and" is used to connect the payees, then all the listed payees must endorse the document.

.34 PAYMENT OF ORDERS TO OTHER THAN PAYEE

.341 *Transfer of Money Order*

a. *By Payee.* Only the payee of a money order may endorse it to any other person or firm.
b. *On Power of Attorney.* A person with power of attorney may cash money orders in behalf of the payee who gave him that authority. The power of attorney must be filed at the office of payment.
c. *On Separate Written Order.* A payee may file a separate written order with the post office authorizing payment to another person. The person must be designated by name as the one to receive payment.

.342 *Upon Assignment*

When a payee, such as an individual or firm, makes an assignment, and intends that money orders be paid to the assigned person, he must file a power of attorney or a written order in the post office. The person designated to receive payment must receipt the money order and indicate below his signature the capacity in which he acts.

.343 *On Death of Payee*

A money order belonging to a deceased owner may be paid to the executor or administrator of the estate appointed by the court. A certified copy of the appointment as executor or administrator must be filed with the local postmaster. Payments will be made in accordance with the laws of the State of which the deceased was a resident.

.344 *To a Concern no Longer in Business*

Money orders will be paid to the legal representative of a firm, association, or company that has ceased to exist.

.345 *To a Committee or a Guardian*

Money orders will not be issued or paid to a ward when declared incompetent by a court. They will be paid only to the committee, guardian, or other duly authorized person.

.346 *To Minors*

A money order payable to a minor may be paid to the father or mother as natural guardian unless prohibited by court order.

.35 WHEN ORDERS WILL NOT BE PAID

.351 *When There is a Second Endorsement*

A money order with more than one endorsement is invalid. For proper procedure to obtain a duplicate, see 171.163a.

.352 *When There is a Question on a COD Parcel*

No payment will be made when a money order has been issued in return for a COD parcel, and is presented by the addressee (purchaser) and the money order has not been endorsed by the payee (shipper) or the payee has not expressly authorized payment to the purchaser by written approval.

.36 EXAMINATION OF THE ORDER BY POSTAL EMPLOYEE

Assure that:

a. *It is not a form reported stolen.* If it is, try to delay the person; immediately notify local police, nearest postal inspector, or postal inspector in charge; and hold order for instructions.
b. *It is properly imprinted and drawn by the issuing office.* Orders are payable in the amount imprinted by the machine and for no more than the amount imprinted below the words *Not Valid If Over.*

b. Keep an office record of the data required to be kept of unregistered COD mail. Furnish carriers completed Forms 3821, in duplicate, marked *Registered*.
c. Instructions in 163.51, concerning number of attempts at delivery, and in 163.43, concerning notification to sender, apply to registered COD mail, except that Form 3860 (marked *Registered*) shall be used as a notice of arrival instead of Form 3849.

.85 REPORTS AND DISPOSITION OF CHARGES

.851 *Offices With Revenue Units of 950 or More*

Make reports and dispose of COD charges as follows:
a. Each employee who delivers registered COD mail must make a report daily to the office of finance or designated supervisory employee, by depositing a copy of Form 3821 in the same receptacle used for the forms covering unregistered COD mail, if practicable.
b. The registry section must complete Form 3822 in triplicate, the forms being endorsed *Registered*.
c. Transfer the funds collected to the main office unit or remit with other receipts directly to the bank. Forward the COD tags with Form 3822 to the superintendent of the main office window unit, following the procedures in 163.714.

.852 *Other Offices*

Handle the charges collected in the same manner as charges collected on unregistered COD mail.

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